



TAHOE CITY PUBLIC UTILITY DISTRICT Job Description

Job Title: Recreation Specialist
Department: Parks and Recreation
Supervised By: As Assigned
FLSA Status: Non-Exempt
Revised as of: January 2015

JOB SUMMARY

Within a well-defined framework of established policies and procedures; implement and participate in designated and specialized recreation programs and activities; provide leadership and resources to program participants; and perform a variety of administrative support functions for assigned program areas.

DISTINGUISHING CHARACTERISTICS

The Recreation Specialist is the advanced journey level classification in the seasonal Recreation series. Incumbents are seasonal and require excellent communication and interpersonal skills, knowledge of the assigned program area(s) and the ability to be flexible and to learn new recreations activities as necessary.

The Recreation Specialist is distinguished from the Recreation Leader by the assignment of multiple program areas and the overall, day-to-day responsibility for the planning, directing and successful implementation of programs. Incumbents provide support and assistance to the Recreation Coordinator and Recreation Supervisor on an ongoing basis.

Incumbents work under general supervision from the Recreation Coordinator or the Recreation Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Recreation staff.

Exercises technical and functional supervision over Recreation Leaders as well as assigned volunteers and interns.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Initiate and coordinate repair and maintenance of supplies and equipment utilized in assigned programs and activities to ensure compliance with safety regulations.

- Review and evaluate and provide input and feedback to Recreation Supervisor regarding the progress, effectiveness and/or success of assigned recreation programs as offered; observe needs and priorities of program participants and develop and present recommendations/suggestions for enhancements/modifications to improve current and future recreation programs/services; provide background data and documentation for recommendations.
- Maintain records and files on all participants in assigned programs and activities; update emergency and other pertinent information on a regular and as-needed basis.
- Organize teams, programs and events.
- Plan and create schedules; coordinating available facilities and times/dates, register applicants for participation and collect fees.
- Prioritize daily work activities for self and others as designated.
- Train and act as a resource to assigned part-time staff in a variety of programming activities, safety procedures, departmental operations and policies.
- Establish resources/relationships with other agencies or vendors working in the assigned program areas.
- Review and evaluate the progress and effectiveness of specific recreation activities; develop recommendations for revisions and document the same.
- Monitor and assess the condition of facilities being used in terms of suitability, physical condition and safety.
- Document all incidents involving injury and/or any unusual events and communicate to Recreation Supervisor.
- Work with or manage small program budget with Recreation Supervisor approval.
- Identify marketing techniques for program areas and assist in public relations and publicity.
- Maintain records and files on all participants in program areas and activities.
- Complete written reports as needed.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Provide positive customer service to applicants, participants and the general public acting as an information source regarding District recreation facilities and programs.
- Purchase and maintain inventory and supplies and initiate and coordinate repair of products and equipment.
- Maintain and update a variety of files and records including confidential documentation.
- Prepare written narrative, correspondence, notices and reports in a clear and concise manner.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Basic first aid.
- Health and safety standards and practices as it relates to recreational activities.
- Specific recreational activities such as team sports, individual sports, arts and crafts, child care, music, drama, backpacking and/or camping, and/or other enrichment activities.

- Standard and accepted methods, techniques, principles and procedures related to the planning and coordinating of recreational sports and or child care programs and facilities.
- Basic methodology and practical objectives of program implementation for groups of varying ages and interests.
- Basic principles and practices of employee supervision and motivation.
- Basic principles, practices and objectives of designated recreation programs/services for assigned age groups.
- Basic principles and practices of recreation program planning and organization.
- Safe work practices.

2. Ability to:

- Learn and apply District policies, procedures and practices to assigned recreational programs and activities.
- Perform mathematical calculations including addition, subtraction, multiplication and division.
- Lead groups in a variety of sports and other recreational activities in an effective, positive and safe manner.
- Organize and prioritize a variety of tasks in an effective and timely manner for self and others.
- Motivate and encourage assigned staff and volunteers.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to Associate's degree from an accredited college or university with major coursework in recreation, leisure studies, physical education or a closely related field.

Experience: Two years of progressively responsible experience working in recreation activities and supervision with a variety of age groups.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy is required.
- Ability to obtain valid California State Class B Commercial Driver's License, if required by District, within six months of appointment.
- Ability to obtain valid First Aid Certificate within six months of appointment.

- Ability to obtain valid CPR Certificate within six month of appointment.

WORKING CONDITIONS

Work is performed in both indoor and outdoor environments, subject to hot or cold temperatures, inclement weather and varying noise levels. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

Reviewed by:  **Date:** 3/3/15

Classified by:  **Date:** 3/3/15

Approved by:  **Date:** 3/3/15