



Job Description

Title: Recreation Office Specialist	FLSA Status: Non-Exempt	Created:
Supervisor: Recreation Supervisor	Supervises: N/A	Revised:
Job Family: Recreation	Bargaining Unit: Clerical	Approved:

JOB SUMMARY:

Under the direction of the Recreation Supervisor, plan, organize, coordinate and schedules community and recreation programs; provide specialized support assistance in the field of community/recreation programming; collaborate with community groups and individuals in providing community and recreation programs or events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, implement, evaluate a variety of community services and recreation programs, including special events, youth and adult sports, park rentals, facility rentals and contract services;
- Prepare community event and recreation publicity; coordinate referral systems and the publication of seasonal brochures; coordinate the dissemination of recreation and community service publicity.
- Identify community needs and recommend appropriate programs related to area of assignment.
- Organize and coordinate special events including parades, holiday or community events and festivals.
- Process reservation requests for City parks and other City-owned facilities.
- Serves as staff liaison on various City recreation or community related committees and sub-committees as assigned by the Recreation Supervisor.
- Provide training and work direction to part-time staff including referees, umpires, recreation leaders, volunteers, snack bar staff and scorekeepers; interview and provide input regarding the selection of recreation staff; develop contracts and hire contracted instructors.
- Assist with the implementation of new events by recruiting volunteers, scheduling facility usage and assisting staff as necessary.
- Provide a variety of general information to the public regarding parks and recreation operations and programs; respond to questions and resolve complaints as needed.
- Prepare and maintain various records and reports related to recreational events, personnel and assigned activities.
- Assist in preparing and monitoring recreation program budgets.
- Prepare purchase requisitions; inventory and order supplies or materials.
- Meet with public groups, clubs, organizations, and agencies to explain and promote community services, activities, and programs that encourage community participation.
- Operate a variety of office equipment including a computer and assigned software; utilize audio-visual or other special event equipment and recreation/athletic related equipment.
- Coordinate meetings with various sport and committees and organizations; prepare and deliver oral presentations concerning recreational events and related information and activities.
- Attend meetings, professional workshops, seminars, and conferences; confers with community groups and individuals in the evaluation of recreational programs and activities.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, techniques, principles, and procedures used in the planning, development and administration of community service and recreation programs.
- Organization and development techniques for recreation programs.
- General practices and procedures involved in recruiting volunteers.
- Principles of training and providing work direction.
- Applicable codes, laws and regulations related to municipal community services and recreation programs.
- Recreational facility organization, policies and procedures.
- Program content for specialized community and recreational activities.
- Common recreational and social needs of various age groups.
- Requirements of maintaining facilities in a safe, clean and orderly condition.
- Basic principles and practices of budget development.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Telephone techniques and etiquette.
- Health and safety regulations.

Ability to:

- Plan, organize, coordinate, and direct the development and implementation of community services program.
- Promote and represent self-sustaining community and recreational programs throughout the City.
- Promote community interest through recreational and community programs.
- Schedule, organize and implement year-round community events and recreational programs and activities.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Operate and set-up recreational or athletic equipment.
- Operate a computer and assigned software.
- Train and provide work direction to others.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and maintain a variety of records and reports.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college-level course work in recreation or a related field.
- Two years athletic league management or recreation programming experience.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor Recreation environment.
- Fast-paced work environment with changing priorities

- Evening, weekend or variable hours.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and give presentations.
- Lifting, carrying, pushing or pulling moderately heavy objects or equipment as assigned by the position.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.