

RECREATION SPECIALIST

PURPOSE: Provide the opportunity for people of all ages to relax, exercise, socialize and share common interests through organized recreational activities.

FUNCTIONAL AREAS:

1. Develop, implement, and coordinate neighborhood recreation programs.
 - * A. Arrange meetings with interested individuals, groups, committees, and boards to identify their recreational interests and needs.
 - * B. Plan, organize, promote, implement, and supervise regular and seasonal activities.
 - * C. Motivate individuals and groups to become involved in the recreation program by participating in and leading specific activities and events.
 - * D. Ensure that preparations for scheduled activities and events have been carried out.
 - E. Provide instruction to others by explaining and demonstrating the proper use of supplies and equipment.
 - F. Provide instruction to others by explaining and demonstrating the proper techniques, procedures, and rules used in specific activities, games, and sports.
 - * G. Ensure participant compliance with applicable rules and regulations.
 - H. Evaluate the overall need, cost, quality, and effectiveness of activities and programs, and recommend improvements and changes.
2. Operate recreation centers as assigned.
 - * A. Schedule and monitor the use of facilities, equipment, and supplies.
 - * B. Requisition, secure and inventory necessary materials, supplies, and equipment.
 - * C. Recruit volunteers to assist with recreational events and activities.
 - * D. Delegate and supervise the work of assigned personnel.
 - E. Train assigned personnel in safe and proper work techniques.
 - * F. Prepare announcements, bulletins, flyers, calendars, and other promotional material.
 - * G. Complete and maintain required statistics and records.
 - H. Provide input on recreation center expenses for the division budget.
 - * I. Collect fees for programs, events, and facility and equipment use.
3. Identify maintenance needs and ensure that those needs are met by notifying the appropriate resource or by assigning the work to staff.
 - A. Direct others and participate in the maintenance of facilities and grounds, including raking and collecting leaves, branches, paper, and rubbish; plowing, shoveling, and removing snow from sidewalks, skating rinks, and other areas; and mowing lawns, trimming shrubbery, and controlling weeds.
 - * B. Direct others and participate in the preparation and maintenance of ball fields, ice rinks, courts, trails, and other sports and play areas.
 - * C. Direct others and participate in the maintenance of building interiors, including cleaning, scrubbing, mopping, dusting, sweeping, and waxing.
 - D. Perform minor repairs of buildings, fixtures, and equipment.
 - E. Conduct regular safety inspections of buildings, equipment, and grounds.
4. Perform other related duties.
 - * A. Provide assistance and serve as liaison to local clubs, boards, committees, organizations, and other special interest groups regarding recreational programming.
 - B. Transport oneself, personnel, participants, supplies, and equipment as necessary for work activities.
 - * C. Provide first aid treatment in emergencies.
 - D. Serve as an active member of the Recreation Division of the Department of Parks & Recreation.

- * E. Respond in a timely fashion to citizen inquiries, requests, and complaints regarding facilities, equipment, and programming.

JOB REQUIREMENTS

Education & Experience Requirements:

- + A. An acceptable combination of verifiable education and/or experience equaling two (2) years which demonstrates possession of the knowledge and abilities listed below. Acceptable education might include course work in physical education or recreation. Acceptable experience might include a paid or volunteer position leading a variety of recreational activities.

License Requirements:

- + A. Possession of a valid Minnesota Class D Driver's License or privilege by the date of appointment and thereafter.

Knowledge Requirements:

- + A. Knowledge of recreational programming and the basic fundamentals of common recreational sports and activities.
- + B. Knowledge of the methods, materials, tools, and procedures used in the safe operation, maintenance and repair of buildings, grounds, fixtures, and equipment.
- + C. Knowledge of general safety practices and procedures as they relate to proper conduct around moving machinery, emergency situations, and rules and regulations for defensive driving.
- + D. Knowledge of first aid.
- + E. Basic knowledge of personal computer operation.

Ability Requirements:

- A. Ability to acquire First Aid and Cardio-Pulmonary Resuscitation certification prior to the completion of the probationary period.
- + B. Ability to plan, organize, motivate, lead, and promote a variety of recreational activities year round for different age groups with diverse interests and varying skill levels.
- + C. Ability to establish and maintain effective working relationships and rapport with employees, volunteers, supervisors, and the general public of all ages.
- D. Ability to handle requests, inquiries, and complaints in a cooperative and constructive manner.
- + E. Ability to communicate effectively both orally and in writing.
- F. Ability to assign and supervise the work of subordinates.
- G. Ability to conduct a variety of indoor and outdoor recreational activities and maintenance tasks year round.
- H. Ability to operate a personal computer and associated software to prepare promotional materials, calendars, and reports.
- + I. Ability to work outdoors and under a variety of weather conditions.
- + J. Ability to work irregular hours.
- + K. Ability to frequently walk and sit when leading various recreational activities.
- + L. Ability to occasionally push, pull, climb, kneel, and crouch to prepare facilities and grounds for recreational activities.
- + M. Ability to frequently lift and carry recreational equipment and supplies weighing up to 25 pounds, and to occasionally lift and carry equipment weighing up to 65 pounds. Ability to occasionally lift and carry with others tables and equipment weighing up to 150 pounds.

- * Essential functions of the position
- + Job requirements necessary on the first day of employment

HR:	Union: Basic	EEOC: Paraprofessionals	CSB: 20020806	Class No: 4434
WC: 9102	Pay: 26	EEOF: Natural Resources	CC: 20020909	Resolution: 02-0604R