

**RECREATION SPECIALIST I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction, to assist in planning and coordinating recreation programs and activities at an assigned community center including after school programs, contractual classes, youth activities, sports leagues, cultural affairs, special events, facility rental and senior citizen services; to assist in coordinating events at other off-site locations; to promote program activities; and to perform a variety of tasks relative to assigned area if responsibility.

**CLASS CHARACTERISTICS**

This is the entry-level class in the Recreation Specialist series. Incumbents in this class must have specialized knowledge related to the area of assignment, however, may have only limited related work experience. General supervision is received from a Recreation Supervisor or a Recreation Specialist II. The Recreation Specialist I is distinguished from the Recreation Specialist II by the performance of the more routine tasks and duties assigned to positions within the series. Incumbents may have responsibility for small-scale projects and programs and/or assist with major community-wide events and projects, and may be assigned as lead worker over temporary and seasonal staff. Advancement to the "II" level is not determined by time in grade but is solely at the discretion of the Director and is based on demonstrated proficiency and the organizational needs of the department.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Assists in planning, conducting and evaluating recreation programs and activities at an assigned community center including after school programs, contractual classes, youth activities, sports leagues, cultural affairs, special events, facility rental and senior citizen services; assists in developing goals and objectives for recreational programs; provides face-to-face program leadership in athletics, arts and crafts, "Tiny Tots", social, cultural, children's services, senior citizens, teens, youth and adult activities; maintains order among center patrons; selects and purchases equipment and supplies for programs, activities and building maintenance; issues equipment; promotes and publicizes programs, leagues and activities; prepares program event and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures; coordinates and supervises youth, teen and adult sports leagues; coordinates use of facilities and fields; collects and accounts for program fees and registration; makes deposits and maintains records of recreation programs; coordinates events at other off-site locations; prepares budgets, reports, invoices, statements, billings, and deposits for assigned programs; assists in preparing and administering contracts for recreational classes, contractual programs, camps, special events, facility rentals, sports leagues, teen program and dances; assists with light maintenance of facility and equipment and makes recommendations regarding same; serves as liaison and provides staff support to recreation associations, groups or clubs; responds to requests and inquires from the general public; provides information regarding

assigned recreational program area; assumes supervisory responsibility over facilities and staff during short-term absences of the assigned supervisor; attends meetings as required; performs related duties and responsibilities as required.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Recreational activities, games, sports, arts and crafts or other specialized areas.
- Principles and practices of basic first aid.
- Modern office procedures, methods and equipment including computers.
- Principles of business letter writing and basic report preparation.
- Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

- Be creative and innovative with recreation programs.
- Work with children, young adults, adults and/or senior citizens and give effective guidelines to center patrons.
- Maintain records and prepare reports.
- Maintain and update accurate records and files.
- Prepare clear and concise reports.
- Work independently with minimal supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

## **Experience and Training Qualifications**

**Experience:** Equivalent to one year full-time experience in coordinating, planning, implementing and overseeing recreational programs and activities.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level course work in recreation, leisure studies or a related field.

**License or Certificate:** Possession of an appropriate, valid driver's license.

## **WORKING CONDITIONS**

**Environmental Conditions:** Indoor and outdoor recreation environment; extensive public contact.

**Physical Conditions:** Essential functions may require maintaining physical ability and mobility necessary for: walking, bending, stooping, crouching, kneeling, twisting or standing; heavy, moderate or light lifting; use of fingers, hands and arms for reaching, pushing, pulling; speaking and hearing to exchange information; visual acuity to read or observe and interpret information and events; and traveling to various work locations.

**CITY OF OCEANSIDE**  
**Recreation Specialist I (Continued)**