



## Job Description

**Title:** Recreation Program Specialist

**Dept:** Recreation Department

**Job Code:** N/A

**Starting Wage:** \$16.00/hour

### **JOB SUMMARY:**

Under general supervision by the Recreation Supervisor, perform responsible, professional recreation/clerical work, the nature that often requires performance independent of supervision. Provide support to the Recreation Supervisor in planning and conducting special class activities and /or after-school programs and /or citywide special events. Coordinating the enrollment, billing and planning certain aspects of the after school programs, including site visitations, program evaluation and conducting parent meetings.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists in planning, coordinating, organizing and promoting recreation programs and special events in the community.
- Assist in gathering, analyzing, and reporting of information pertinent for the development and scheduling of programs and events.
- Assist in scheduling and organizing of youth programs and functions, issues and checks the overall condition of products and supplies used by participants in leagues and recreation programs and reports to Recreation Supervisor.
- Ensures safety rules and regulations are followed by subordinates. Attends staff meetings and other meetings as necessary.
- Ability to deal with conflict and resolution management.
- Responsible for inventory of equipment and supplies and reports to Recreation Supervisor.
- Promotes and publicizes programs in a positive manner.
- Ensures safety of all participants and renders first aid when necessary.
- Effectively communicates with supervisor, staff, parents and participants.
- Receive and delegate tasks effectively.
- Demonstrate continuing effectiveness in carrying out the knowledge, skills and requirements of the position.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of developmentally appropriate methods, practices, equipment and materials used in recreation programs.
- Perform physical work and/or athletic activity related to recreation programs participation in recreation or sports programs.

*Approved January 2014*

*This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives.*

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- Communication and public relation skills, including excellent customer service.
- Maintains a clear driving record with DMV.
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program).
- Skill in general clerical duties including typing, keeping statistics, and graphic arts.
- Able to work with minimal supervision.
- Skills in planning, organizing and directing programs/and or special events.
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in establishing and maintaining effective working relations with co-workers, other District employees and the public.
- Completes necessary reports.
- Travel to various sites in the District to complete work activities.
- Work irregular hours, shifts or weekends.
- Conduct meetings and telephone conversations with staff, parents and community members.

#### **EDUCATION, CERTIFICATIONS AND LICENSES:**

- One year of responsible experience as a leader in a variety of recreational activities.
- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- Possession of current First Aid and CPR certificates or obtain certification within 3 months of hire.

#### **ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:**

- Work is performed in an indoor and outdoor environment. Working conditions in the field exposed to variations in temperatures, dry, dusty, and humidity, high winds and rain.
- May be required to lift and carry items more than 50 pounds (including children).
- Walk, stand, sit, kneel, crawl, bend and climb receptively or over a long period of time

#### **ADDITIONAL INFORMATION:**

**Reports To:** Recreation Supervisor

**Direct Reports:** N/A

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