Jurupa Area Recreation and Park District
Recreation Specialist
Job Description

Job Description:

Job Title: Recreation Specialist
Department: Recreation
Reports To: Recreation Coordinator/Recreation Supervisor
FLSA Status: Non-Exempt
Approved By: Board of Directors
Approved Date: July 28, 2016
Pay Range: $17.00 - $20.71 / hour

SUMMARY

Under general supervision of the Recreation Coordinator/Supervisor, this position is a key member of the Recreation department and is responsible to assist in the planning, development, promoting, coordinating and assists with implementation of a variety of recreational programs and activities, classes, special events, facility rentals and sports programming; acts as a lead to part time staff and volunteers; maintains a variety of records and files; and performs related work as assigned. Attend training related to position; maintain and inventory equipment assigned to this position

DISTINGUISHING CHARACTERISTICS

This position exercises independent judgement appropriate to assignments. Incumbents are expected to have basic knowledge on how to design flyers; budget and track allocated resources; market a program; train volunteers; conduct and apply research to enhance programs and services; be enthusiastic and have an interest in working with people of diverse backgrounds and recreation interests; assist cooperatively with division staff in conducting programs; assist the immediate supervisor in training and providing feedback to the part-time staff; adhere to District policies and procedures related to position; organize, plan, direct and coordinate recreation activities appropriate for position; assist in taking registration for youth sports, contract classes and other programs; responsible for security and maintenance of equipment and/or facilities assigned and maintain records and reports

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in developing, coordinating, implementing, planning and promoting recreation programs, including music, dance, arts and crafts, cultural arts, social recreation and games, or sport and other activities as needed.

Adapts recreation programs to meet needs of individual groups as needed.

Performs a variety of miscellaneous duties such as answering phones, written correspondence, filing, making copies, and providing general District related information.

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Introduces new program activities, equipment, and materials to staff and community.

Assists in taking registration for classes and programs and processing facility reservation paperwork and payments.

Assists in preparing schedules for programs in assigned area and maintains monthly calendars of activities.

Responds to requests for assistance from the public and community members.

Assists in the planning and coordinating of special events.

Assists with the recommendation and promotion of newly developed recreation programs and activities.

Creates, designs and distributes flyers and promotional materials for programs and events.

Provides guidance and acts in a lead capacity to those in subordinate positions.

Assist in recruiting, selecting, interviewing and training subordinates as it relates to assignments.

Prepare and submit work assignments and meet assigned deadlines.

Assist immediate supervisor in meeting with local groups associated with assigned task and in developing and coordinating joint programs with local agencies.

Assist in ordering, purchasing and/or obtaining supplies and equipment to maintain an adequate inventory for program needs.

Schedule must be flexible-working weekends, evenings and holidays as needed.

Assists in evaluating activities and programs for effectiveness and to document the effectiveness and acceptance of programs and events in the community through surveys and research.

Prepares and maintains a variety of records, files and reports.

Assists with recreation software administrative functions.

Other duties may be assigned and required.

COORDINATING RESPONSIBILITIES

Carries out responsibilities in accordance with the District's policies and applicable laws in absence of Recreation Coordinator/Supervisor. Responsibilities include, planning, assigning, and directing work, addressing complaints and resolving problems.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be at least 18 years of age.

Knowledge of:

- Modern principals, practices and techniques associated with the planning and implementation of recreation and community service activities.
- Basic principles of customer service best practices, philosophies and techniques.
- Codes and regulations applicable to recreation work in a public agency.
- Administrative research methods and procedures.
- Basic principles of facility management including the policies, rules and regulations for the conduct and safety of persons using recreational facilities and equipment.
- Registration software systems.
- Techniques of making effective presentations.
- Methods of effective and organized record keeping.
- Principles of written English including proper grammar, punctuation, spelling and vocabulary.
- Safe work methods and safety regulations pertaining to recreation work.
- Basic mathematics, including addition, subtraction, multiplication and division,

Ability to:

- Work well under general supervision.
- Plan, organize and prioritize assigned work and projects in order to meet deadlines.
- Operate a computer and standard business software, including word processing, database and spreadsheet programs.
- Effectively present information and respond to questions from the public.
- Provide a high level of customer service.
- Ability to effectively prepare reports, correspondence, and update procedural manuals.
- Exercise judgment within the parameters expected of this position.
- Work effectively with volunteers of all ages.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those encountered during the course of the work.

EDUCATION and/or EXPERIENCE

Any combination of experience and education that has provided the knowledge, skills and abilities necessary for a Recreation Specialist. High school diploma or equivalent and one year of college level course work in recreation, sociology, social sciences, public administration or related field are required. Two years of progressively responsible experience working with recreation programs and activities in a public agency setting and /or in group recreation activity leadership. Experience may be substituted for the education requirement on a year to year basis.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Driver's License or California ID Card. Proof of vehicular insurance. Must possess First Aid/CPR (Infant, Child & Adult) certification at time of hire or within 60 days from date of hire. Must pass background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, sit, and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and risk of electrical shock. The employee is occasionally exposed to high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme heat; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

EXAMPLE OF DUTIES

* Develops, promotes and conducts recreation programs, including music, dance, arts, and crafts, cultural arts, nature study, social recreation, games, sports and special events for all ages.

* Schedule must be flexible: working evenings, weekends and holiday as needed.

* Introduces new program activities, equipment, and materials to community.

* Prepares flyers and promotional material for programs and events.

* Prepares a variety of records, files and reports to document the effectiveness and acceptance of programs and events in the community.

* Collects fees for programs and activities of the Park District, prepares receipts and accounts for transactions.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Criminal background investigations will be conducted, in addition to finger prints of all eligible applicants. Submit original documentation of both work authorization and identity (per the Immigration Reform and Control Act of 1986).