

Class Title: Recreation Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Assists in planning, implementing and evaluating recreational programs and daily activities of the center. Serves on committees for the planning and marketing of events. Assists in managing the operations of the center and provides assistance to employees. Evaluates recreational programs and daily activities of the center. Interacts with children, adults and seniors. Participates in activities in addition to providing informational materials, directing volunteers and employees, and contributing to the cultural growth of individuals.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| | Physical Strength Code | ESSENTIAL FUNCTIONS |
|---|------------------------|--|
| 1 | L | Assists with the management of daily operations of the facility by scheduling and monitoring volunteers and employees, compiling figures and preparing reports, providing lesson plans and program planning, and authorizing permits and collecting fees for rental of the facility. |
| 2 | L | Interacts with citizens by responding to inquiries, organizing and teaching classes in art, music, dance and other special leisure programs, and contributing to the growth and development of students, seniors and volunteers. |
| 3 | L | Markets the recreational program by distributing flyers and announcements to the community, and submitting press releases and by serving on committees for the planning and marketing of events and providing assistance to employees. |
| 4 | L | Plans, implements and evaluates recreational programs and daily activities of the center and provides assistance to employees. |
| 5 | L | Performs related duties by carrying out administrative day care duties, transporting clients, submits and writes initiatives and monitors the budget |

CSC Adopted: October 2001, CSC Revised: _____

CLASS REQUIREMENTS:

| CLASS REQUIREMENTS | |
|--|--|
| Formal Education / Knowledge | Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. |
| Experience | Six months |
| Certifications and Other Requirements | Valid Driver's License, CPR/First Aid Certification |
| Reading | Work requires the ability to read technical manuals, city policies and procedures, reports, correspondence, and instructions. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. |
| Writing | Work requires the ability to write lesson plans, correspondence, evaluations, grants, proposals, newsletters, and promotional materials. |
| Managerial | Managerial responsibilities include developing and implementing programs. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives. |

CSC Adopted: October 2001, CSC Revised: _____

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light | X | Medium | Heavy | Very Heavy |
|---|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Greeting clients, teaching, supervising children |
| Sitting | F | Computer, desk work, answering telephone, teaching |
| Walking | F | Inter-office, to/from classroom, to/from office equipment |
| Lifting | F | Supplies, computer components, audio/visual equipment, books, musical instruments |
| Carrying | F | Supplies, computer components, audio/visual equipment, books, musical instruments |
| Pushing/Pulling | O | Audio/visual equipment, musical instruments, mops, brooms |
| Reaching | F | Onto shelves, supplies |
| Handling | F | Supplies, computer components, audio/visual equipment, books, musical instruments |
| Fine Dexterity | F | Computer keyboard, instruments, telephone keyboard, calculator, writing |
| Kneeling | F | Cleaning, setting up equipment, teaching |
| Crouching | F | Cleaning, setting up equipment, teaching |
| Crawling | N | |
| Bending | F | Teaching, lifting supplies, setting up equipment |
| Twisting | F | Teaching, setting up equipment |
| Climbing | O | Step ladder |
| Balancing | O | Step ladder |
| Vision | C | Computer, desk work, cleaning, setting up equipment, reading |
| Hearing | C | Staff, supervisor, clients, public, telephone |
| Talking | F | Staff, supervisor, clients, public, telephone |
| Foot Controls | R | Musical instruments |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Ceramic kilns, pottery wheel, glass grinder, hammer, glass cutter, tile cutter, ballet barres, stereo equipment, exercise mats, piano, drum set, snare drum, xylophone, flute, guitar, punch mitts, heavy and speed bags, exercise wheel, weights, gloves, hand wraps, stop watch, boxing ring, copy machine, fax machine, telephone, computer, Standard Microsoft Windows and Office software, Parsoft, Citrix, Internet, Print Artist, Print Shop, Adobe, laser or inkjet printer

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | D |
| Chemical Hazards | N | Extreme Temperatures | S |
| Electrical Hazards | S | Noise and Vibration | D |
| Fire Hazards | N | Fumes and Odors | D |
| Explosives | N | Wetness/Humidity | D |
| Communicable Diseases | D | Darkness or Poor Lighting | S |
| Physical Danger or Abuse | N | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | X |

- (1)
- (2) Recreation Center

PROTECTIVE EQUIPMENT REQUIRED:

Padding, protective eyewear, dust mask, gloves

NON-PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---------------------------------------|-------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|---|---|---|---------------------------------------|-------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | R |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | R |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

- (3)