

DEPARTMENT: MUNICIPALITIES
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 16, 2024

RECREATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, organizing, and overseeing municipal recreation programs, activities, and special events. Duties are performed under the general direction of the municipal supervisor, elected official, and/or board with wide leeway permitted for the exercise of independent judgment in carrying out the details of the work in accordance with established rules, policies, procedures, and laws. Direct supervision may be exercised over the work of assigned municipal recreation staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes, and oversees municipal recreation programs, activities, and special events;
2. Promotes recreation programs, activities, and special events by creating flyers and social media content;
3. Supervises, trains, and evaluates the work of assigned recreation staff and volunteers;
4. Maintains records, including program attendance and personnel, and prepares reports
5. Provides instructions to staff and program participants to ensure efficiency, safety, and compliance with rules, policies, and laws;
6. Prepares correspondence, invitations, and announcements;
7. Prepares and recommends budget expenses;
8. Attends staff meetings and represents the municipal recreation program at meetings with other departments and community organizations.
9. Maintains order, discipline, and safety at recreation programs, activities, and special events;
10. Seeks alternative recreation sites (recreation centers, state parks, etc.) when needed;
11. May recruit volunteers for special events and chaperone trips;
12. May operate a public address system;
13. May participate in set-up and clean-up of program activities and special events.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the organization and conduct of municipal recreation programs, activities, and special events; skill in the use of modern software applications including word processing, spreadsheets, and databases; skill in utilizing social media for promotional purposes; skill in administering first-aid and CPR; ability to plan, organize, supervise, and instruct others in the conduct of recreational programs, activities, and special events; ability to maintain records and create reports; ability to promote municipal recreation programs, activities, and special events; ability to communicate effectively orally and in writing with groups and individuals; ability to get along well with others; ability to enforce rules and maintain order, discipline, and safety; sound judgment; reliability; integrity; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of experience in leading recreation activities, teaching, working with children in an organized program, or leading children's activities.

NOTE: Part-time and/or volunteer experience will be pro-rated.

SPECIAL REQUIREMENT: Possession of a current First Aid and CPR certification.