



Recreation Specialist FT

Class Code:
RecSpecialist

Bargaining Unit: Parks Recreation

CITY OF LEAGUE CITY
Established Date: Feb 21, 2013
Revision Date: Feb 21, 2013

SALARY RANGE

\$15.40 Hourly

JOB DESCRIPTION:

This position organizes, teaches and provides special services for participants in an assigned recreational activity. Plans, implements, and monitors activities for recreation programs. Supervises and takes part in diversified recreation programs and special events.

EXAMPLE OF DUTIES:

- Plan, schedule, and supervise the development of recreation programs for program participants of various age groups.
- Plan, schedule, and supervise various special events; coordinate and schedule guest speakers and other specialized groups/presentations for the site or program.
- Conduct and supervise daily recreation activities such as practices, games, exercise, arts and crafts, and special events for program participants.
- Contact and work with community organizations to obtain their interest in community recreation, and increase public awareness of recreation programs and special events.
- Prepare flyers, newsletters, posters, and additional marketing material for recreation activities and/or programs.
- Participate in program planning/program review sessions with other staff members.
- Order game/sport equipment/supplies, and maintain inventory control on all game/sport equipment/supplies.
- Provide advice and consultation to the Recreation Supervisor in planning, organizing and directing of recreation activities.
- Assist in collecting fees for program/event registration and park contracts.
- Investigate recreation program problems/concerns and make recommendations for action.
- Complete forms and reports on a daily basis.
- Observe safety precautions, correct minor safety issues, and conduct all activities in a safe manner.
- Perform all other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Associate's degree.
- Must have one year of experience in related field.
- Class C Texas driver's license

SUPPLEMENTAL INFORMATION:

- Knowledge of objectives and principles in public recreation program planning.
- Knowledge of methods and practices in developing, planning, and promoting public recreation programs and special events.
- Skill in teaching rules and procedures of various games and sports.
- Skill in organizing and maintaining large groups.
- Skill in planning and coordinating projects.
- Ability to plan, organize and implement recreation programs and activities that meet the needs of the community.
- Ability to supervise recreation program participants.
- Ability to respond quickly and effectively in an emergency situation.
- Ability to respond to requests or inquiries from the general public.
- Ability to prepare clear and concise written reports.