

CITY OF THE COLONY

Status: Non-Exempt
Prepared By: Recreation
Manager

**Recreation Specialist
(full time)****PARKS & RECREATION****DEPARTMENT**

Revised: 8/2014

**JOB SUMMARY**

Assist the Athletics and Recreation Coordinator in providing programming for the citizens of The Colony. Communicate on a daily basis with the public and staff in an effective and courteous manner in person, in writing or by telephone, and provide a high level of customer service in all interactions, both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist coordinators in developing, implementing and promoting a variety of recreational and athletic programs and activities for the community.
2. Assist in recruiting, hiring, training, evaluating and monitoring all part time, contractual and volunteer staff.
3. Assist with the oversight of athletic field rentals.
4. Assist with the oversight of recreation programs and activities.
5. Maintain a relationship with local youth sport organizations.
6. Organize and conduct quarterly meetings with youth sport association presidents.
7. Maintain field schedules at athletic practice facilities.
8. Assist with tournament field rentals, and oversight of tournaments.
9. Maintain all athletic field lighting schedules at game and practice facilities.
10. Ensure that all athletic teams are properly registered on time to maintain compliance with state and national sanctioning bodies.
11. Monitor activities at recreation center, answer phones, checkout equipment, manage customer requests and assist patrons. Act as manager-on-duty at times when other full time staff is not present.
12. Perform light housekeeping and maintenance duties.
13. Communicate effectively and courteously with customers and staff in person, in writing, via email or telephone.
14. Assist in maintaining daily stats on facility usage/program participation.
15. Prepare incident, accident, and damage reports.
16. Prepare part time staff schedule for recreation center.
17. Be able to learn the necessary computer skills to handle registrations and general day-to-day activities.

18. Assist in planning, implementing and promoting special events and activities.
19. Assist in interacting with other agencies for innovative and creative programs and events.
20. Assist in preparing brochures, flyers and other promotional items for informational use.
21. Must have flexible schedule to be able to work days, evenings and weekends.
22. May be required to work in extreme weather conditions for activities or special events.
23. Assist in preparing performance/activity measure reports.
24. Assist in maintaining accurate records of program registration.
25. Assist in preparing payment authorizations as needed, including contact instructor payments.
26. Conduct NYSCA coaching certification clinics and maintain accurate records of certification compliance.
27. May be required to push, pull, carry or lift up to 60 pounds of equipment or furniture.
28. Sits for extended periods of time at desk using the computer preparing reports, schedules, flyers, etc.
29. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to use effective verbal and written communication skills with staff and public, as well as show effective leadership. Ability to use good judgment in handling complaints, altercations and emergency situations. Have a working knowledge of computer system and software, fax machine and copier. Skilled with written communications with a capacity for attention to details. Ability to be a self-starter and work with minimum supervision. General knowledge of various recreational activities. Working knowledge of CorelDRAW or other graphic programs, as well as RecTrac or other recreation management programs.

EDUCATION, EXPERIENCE AND CERTIFICATION

Bachelor's degree in Recreation, or related field, preferred. High School diploma or GED required. CPR/First Aid certification or ability to obtain certification within 30 days of employment. NYSCA certification or ability to obtain certification within 30 days of employment.

SALARY

\$32,000.80 annually, \$15.385 hourly

Position open until filled.

To apply, please visit <http://www.thecolonytx.gov/Depts/HR/EmploymentOpportunities.html>.