

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Recreation Specialist	CLASS. CODE: 0328
DEPARTMENT:	Community Services	FLSA: E
REPORTS TO:	Recreation Coordinator or Supervisor	DATE: 7/1/2002

Job Summary:

Responsible for the daily development, coordination, implementation, evaluation, maintenance, and staffing of public sports and neighborhood recreation programs. Collaborates with school district personnel, local business and community groups to provide needed programs.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Administrates, coordinates, implements, problem solves, develops, and evaluates all aspects of the citywide youth and adult sport and neighborhood recreation programs, including handling all staffing, advertising, facility maintenance issues and purchases.
2. Supervises seasonal and/or full time staff including recruiting candidates, conducting interviews, completing the hiring and termination process, training, reviewing weekly time cards, scheduling and assigning work. Develops performance evaluations and disciplinary notices when necessary.
3. Supervises and manages volunteers on an annual basis, including recruiting, running background checks, tracking, training and scheduling.
4. Identifies and leverages resources in the community to cover program expenses, including food, supplies, prizes and publications.
5. Works with school district personnel, community groups, businesses, and non-profit agencies to coordinate programs.
6. Produces newsletters, news releases, flyers, posters and other advertising materials to provide information to the public. Updates call processing boxes at both pools to reflect current programs, activities, and schedules.
7. Schedules facilities and guest speakers for meetings, training sessions and events.
8. Responds to requests for information from the public, provides referrals and handles complaints.
9. Completes off-site program registrations including completing cash transactions and making deposits.
10. Attends professional networking groups for the purpose of establishing working relationships with other local agencies and obtaining resources to assist with program expenses.
11. Prepares program budgets showing anticipated revenues and expenditures.
12. Prepares reports on programs offered and relevant statistics to the city, applicable boards and/or the public.
13. Responsible for updating the recreational leader's manuals.
14. Visits program facilities to inspect operations, staffing, program coordination and to solicit public feedback.
15. Responds to after hours emergencies.

City of Salem
CLASS SPECIFICATION

Important Job Functions

1. Writes purchase order requests, coordinates the order and purchase of program materials, supplies and equipment.
2. Makes presentations to local businesses, school and parent groups, civic organizations and the general public to raise support for and awareness of public recreation programs.
3. Attends meetings and various training seminars and conferences as required.
4. Acts as backup to front office staff, answering and routing phone calls, completing registrations/reservations, and completing cash transactions.
5. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- First aid equipment and facilities maintenance equipment.
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.
- Sonitrol Security Systems
- Cash Register
- Combination safe
- Pool vacuum
- Digital Chemical Pool Controller
- Lovibond Chemical Test Unit
- Taylor Manual Titration Test Kit
- Chemical Dilution and Dispersment Machine
- Pool Pumps/Soda Ash Tank/DE Hopper/Pool Boilers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in recreation, education or a related field; and,

Three (3) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Class C Driver's License

One or more of the following may be required:

- Aquatic Facility Operators License
- Coaches Certification, such as American Swim Coaches Association
- Water Safety Instructor Certification
- Lifeguard License and/or Lifeguard Instructor Certification
- CPR and First Aid Certification and Instructor Certification
- Membership in the following organizations: ORPA (Oregon Recreation and Parks Association), USTA, NAYS

City of Salem
CLASS SPECIFICATION

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Aquatic and other Recreation programs and facilities for youth and adult sport and neighborhood recreation.
- Methods involved in developing, implementing, organizing, problem solving, and evaluating a public recreation program.
- Budgeting, governmental accounting and purchasing systems.
- Principles and practices of public recreation, and the philosophies and objectives of a municipal recreation program.
- Prevention and youth development.
- Social services, human rights, group process and neighborhood services.
- Contemporary office practices and procedures and basic office software products.
- Interviewing and hiring processes.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Demonstrate skill in interviewing techniques for both personnel issues and program recipients.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Manage and train staff to handle emergency situations.
- Coordinate emergency response efforts with local agencies.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, run, stoop or climb and cross rugged and uneven terrain.
- Work in humid environment of varying temperatures.
- Instruct lifeguarding skills and lead water rescue training.
- Work in environment with high noise levels.
- Work in wet, slippery conditions.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.