

Code: 6255

Title: RECREATION SPECIALIST

SUMMARY: Provides recreation services instructing a specialized recreation area.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Instructs and guides groups and produces work in the visual, performing or literary arts;
Organizes and conducts special interest meetings, classes, workshops, clubs, and events;
Attends meetings, training sessions, craft fairs, and/or community events related to specialty area;
Maintains close liaison with community and provides information concerning area of specialty and recreation activities;
Prepares brochures and informational materials related to specialized activity;
Registers students, collects money and issues receipts;
Maintains records and prepares reports;
Requisitions supplies and monitors the issuance, use, and care of recreation supplies and equipment;
Ensures safety and cleanliness of recreation facilities;
May conduct safety classes in the proper use of firearms and/or archery equipment, enforce rules/regulations at a firing range, and make reports of violations;
May show movies and operate audiovisual equipment;
May prepare and make bank deposits.

KNOWLEDGE & SKILLS:

Knowledge of:

- . the specialized recreation area;
 - . the principles, rules, materials, and equipment of the specialized activity.
- Some positions may require good knowledge of the geographic and social area of service.

Skill in:

- . instructing and leading groups of program participants of varying ages;
 - . stimulating interest and enthusiasm among others;
 - . communicating effectively, both orally and in writing;
 - . maintaining effective working relationships with other;
 - . maintaining records and preparing reports;
 - . operating audiovisual equipment.
- Some positions may require skill in the handling of firearms and/or archery equipment.

MINIMUM QUALIFICATIONS:

1040 hours of experience in the recreation specialty involved.

(Relevant education in the recreation specialty may be substituted for the above mentioned experience.)

The value of informal education will be determined based on its nature and applicability to the specialty involved.

OTHER REQUIREMENTS:

Licenses and Certificates:

Some positions may require possession of a First Aid Certification Card, Gun Safety Registration, and/or CPR Certification on the date of appointment.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.