

*Code: 6256*

*Title: RECREATION SPECIALIST - SENIOR*

**SUMMARY:** Directs activities in a specialized recreational area and organizes and develops recreation programs and events.

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

Assists in developing and coordinating recreation programs;  
Provides direction in one or more specialized recreation areas such as visual, performing, or literary arts, humanities, historical and natural interpretation, community design, social programming, sports programming, and special events in these areas;  
Maintains close liaison with community and provides information about recreation policies;  
Organizes and develops programs based on community interests, needs, and resources identified through public contact, library research, and other means;  
Directs the organization and conduct of community meetings and provides direction in developing classes, workshops, clubs, and special events;  
Assists in evaluation of programs and facility operations and makes appropriate recommendations;  
Participates in recreation employee selection;  
Assists in identification of grant funds and in preparation of applications;  
Maintains records and prepares reports.  
Prepares brochures, advertisements, flyers, and informational materials related to programs/activities offered;  
Collects money, issues receipts, and prepares and makes bank deposits.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the principles, rules, and organization of the specialized function, area, or activity;
- the facilities, materials, and equipment available for the specialized activity.

Some positions may require considerable knowledge of the social and geographic area of service.

Skill in:

- communicating effectively, both orally and in writing;
- stimulating interest and enthusiasm among others;
- maintaining effective working relationships with others;
- organizing and coordinating the work of others;
- performing library research, keeping records, and preparing reports;
- administering First Aid and CPR and handling emergency situations.

**MINIMUM QUALIFICATIONS:**

Two years of recreation related experience; or an equivalent combination of training, education, and experience which provides the desired knowledge, skills, and abilities.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions may require possession of current First Aid Certification. Possession of a valid Arizona Driver's License is required within 6 months from 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.