



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

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DATE: May 7, 2026

TO: Board of Directors

FROM: Jim Friedl, General Manager 

SUBJECT: Adoption of Senior Recreation Specialist Job Description

RECOMMENDATION

Approve and adopt the Senior Recreation Specialist Job Description.

BACKGROUND AND DISCUSSION

In April 2024, the Board of Directors approved the findings and recommendations of the Classification and Compensation Study conducted by Reward Strategy Group. In addition to compensation and titling adjustments, the study identified a number of classifications common at comparable agencies that the District did not have, which could be developed and filled as operational need and budget capacity arose. The Senior Recreation Specialist was among those identified classifications, intended to establish a lead-level full-time position between the existing Recreation Specialist and Recreation Coordinator classifications. Staff has since developed the draft classification specification based on that guidance.

The new classification provides lead-level work guidance to part-time staff and takes a primary role in planning and implementing specialized programs within an assigned unit. The first position will be assigned to the Inclusion unit. Demand for inclusion services has grown substantially in recent years, and the corresponding increase in support and revenue from Tri-County Regional Center provided both the operational need and financial foundation to bring this classification forward at this time.

STRATEGIC PLAN COMPLIANCE

Meets Strategic Plan Goal 5.0: Recruit and retain a high quality and motivated workforce

Submitted by,

Melissa Smith, Director of Management Services

ADMINISTRATIVE OFFICES

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CONEJO RECREATION & PARK DISTRICT

Job Title: Senior Recreation Specialist

Division: Recreation & Community Services

Summary:

Under direct supervision, leads the planning and coordination of specialized recreational programs for the community and provides staff assistance in a specialized program area; and performs other duties as assigned.

Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides work guidance and participates in the work of Recreation Specialists, contract, temporary and administrative support staff; participates in prioritizing workload and monitoring work of other employees for completeness, accuracy and conformance with departmental standards; provides information, instruction and training on work processes; provides input on employee work performance.
- Leads the planning, promoting and implementation of specialized recreation programs for an assigned community area or group, including registration and special events; verifies staff and/or instructor availability; resolves conflicts related to activities and events. Assists in conducting training programs for staff and recruiting volunteers and contract personnel.
- Determines needs for and assignment of personnel and/or contractors; oversees the day-to-day work performance and coordinates work with contractors and internal departments.
- Participates in collecting fees for services; provides patron assistance with payments; properly stores or transfers cash monies; processes refund requests; initiates purchase orders; tracks revenue and expenditures; contributes to budget monitoring and development.
- Serves as liaison with community groups to assess needs and proposes program ideas; engages patrons to solicit feedback on existing programs and identifies gaps in service; implements changes and adjustments to programs to enhance participants' experience.
- Generates, reviews and maintains a variety of records and reports related to all aspects of programming, training, participation, staff scheduling and other records as required.
- Promotes participation in scheduled activities and explains specialized programs to patrons; interfaces with prospective and current participants through emails, telephone and social media contacts; collaborates with marketing team to create fliers, assists in collecting information for print material, submits material for approval, and posts print advertisements.
- Performs regular safety inspections of assigned units; initiates maintenance work orders; maintains appropriate emergency supplies and first aid inventory for facility.

- May be assigned to camp programs.

Other Duties & Responsibilities:

- May be required to drive a District or personal vehicle.
- May attend and participate in councils or associations related to specialty.
- Participates during disasters or when emergency response is needed.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: graduation from high school or GED, and two years of relevant experience, specialized training and at least 30 units completed in recreation or a related field, or an equivalent combination of education and experience. An associate's degree is preferred.

When assigned to Inclusion: an associate degree from a two-year college with an emphasis in Applied Behavior Analysis (ABA), Therapeutic Recreation, Special Education, or a closely related field, along with two years of experience working with individuals with developmental disabilities; or an equivalent combination of education and experience.

Language Ability:

Ability to communicate effectively in English in both written and oral form. Ability to write routine correspondence using correct spelling and grammar.

Math Ability:

Ability to add, subtract, multiply and divide whole numbers, fractions and decimals.

Reasoning Ability:

Ability to use common sense and exercise good judgement in solving problems. Ability to establish effective relationships with fellow employees, volunteers and participants and parents/guardians.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment with ability to maintain certifications thereafter as a condition of employment.
- A valid California driver's license with a good driving record and current automobile insurance. For Therapeutics unit: ability to obtain a commercial driver license within one year of employment (for a 15-passenger van).
- Department of Justice fingerprint clearance.

- Proof of a negative TB skin test.
- Aquatics Unit: American Red Cross Lifeguard Training; American Red Cross Water Safety Instructor; American Red Cross First Aid for Public Safety Personnel (Title 22); American Red Cross Lifeguard Instructor; Certified Pool Operator or Aquatic Facility Operator.
- Conejo Senior Volunteer Program (CSVP): ability to obtain ServSafe Food Manager Certification within 90 days of employment.

Supervisory Responsibilities:

This position provides lead-level work guidance to Recreation Specialists and/or part-time staff, contractors and volunteers. Contributes to and participates in performance evaluations. May act as Recreation Coordinator in their absence.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a community center or office environment subject to frequent public contact and interruption, and to intermittent exposure to individuals acting in a disagreeable fashion. The noise level is usually moderate. The employee frequently works in the field and in outdoor weather conditions subject to extreme heat or cold; and where the noise level may be loud. Exposure to hazardous conditions in the environment will vary depending on unit assigned.

If assigned to the Sports/Aquatics, Conejo Senior Volunteer Program (CSVP) or Therapeutics Unit, the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push or pull up to 50 pounds. The physical demands will vary depending on unit assignment.

Title: Sr. Recreation Specialist

Adopted: TBD

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.