

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Specialist

Division: Recreation & Community Services

Summary:

Under general supervision, to organize and conduct specialized recreational programs for the community and to provide highly responsible and technical staff assistance in a specialized program area, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Assists and participates in the planning, organization, and supervision of specialized recreation programs for a community area or specialized group.
- Confers with community groups to evaluate and formalize program ideas; liaison between community groups and the District.
- Speaks to community groups to promote participation in scheduled activities and explain specialized program.
- Prepares and maintains a variety of records and reports related to program.
- Assists in conducting training programs for District recreation staff in specialized recreation related area.
- Directs and monitors activities of seasonal contract staff.
- Travels to various sites to conduct programs, deliver equipment and supplies, or attend meetings.
- Coordinate the planning, registration, and conduct of special events offered by the Unit.

Other Duties and Responsibilities:

- May design and produce flyers or brochures.
- May attend and participate in Councils or Associations related to specialized area.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Completion of 60 units is desirable with 1,500 hours of group recreational activity leadership experience or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret periodicals related to unit assignment, technical procedures, or government regulations Ability to write reports and letters, and create forms. Ability to communicate effectively in both written and oral form, including presentations before diverse groups and teaching.

Math Ability:

Ability to calculate figures and amounts such as percentages, petty cash or bank accounts, refunds or credits. Ability to determine costs associated with program, and keep records.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

California Driver's License with ability to obtain a Class B designation. First Aid and CPR certificates within 6 months of employment. All positions working with children under 18 require finger print clearance.

Supervisory Responsibilities:

Supervisory responsibility is limited to directing and monitoring the activities of seasonal contract staff. This position may participate in the interviewing and hiring of contract staff and is responsible for completion of documentation at completion of contract period.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is frequently exposed to outdoor weather conditions; wet or humid conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places. The noise level in the environment is moderate. Exposure to hazardous conditions will vary depending on the Unit assignment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is frequently required to walk, sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee is frequently required to lift up to 25 pounds and occasionally up to 50 pounds. The vision requirements include close and distance vision; color and peripheral vision; depth perception; ability to adjust focus; and the ability to see in poor light or have good night vision. Physical demands may vary according to Unit assignment.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Title: Rec Specialist
JD3010.wpd Revised 7-06 J&A

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.