

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Specialist

Division: Recreation & Community Services

Summary:

Under general supervision, organizes, oversees and coordinates 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.

- Plans, organizes and implements specialized recreation programs for an assigned community area or group; verifies instructor availability; resolves conflicts related to activities and events.
- 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.
- Coordinates the planning, promoting and implementing of programs and activities including registration and operations of special events offered by the unit.
- Participates in collecting fees for services; provides patron assistance with payments; properly stores or transfers cash monies; processes refund requests.
- 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 a variety of records and reports related to all aspects of programming; maintains participation logs as well as staff scheduling for respective programs and events; assists with the development of master schedule to be viewed by the public; and tracks revenue and expenditures.
- Assists in conducting training programs for staff in specialized recreation area including monthly in-service meetings; maintains training documentation; assists in recruiting volunteers and contract personnel; properly retains and files documents.
- Performs regular safety inspections of assigned units; initiates maintenance work orders; maintains appropriate emergency supplies and first aid inventory for facility.
- Initiates purchase orders for supplies and equipment; manages order delivery; maintains budget and documents expenses.
- 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 at least 2,000 hours of relevant work or volunteer experience, at least 30 units completed in recreation or a related field. An associate degree is preferred. Must be at least 18 years old.

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 has no supervisory responsibilities. This position may provide guidance or direction to other part-time employees and to volunteers.

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.

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Revised 7/16/25

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.