



RECREATION SPECIALIST
FLSA: Non-Exempt
Grade 18 \$31,895.78 - \$51,033.23

GENERAL DEFINITION

Under the direction of a Recreation Coordinator, this position delivers recreational and leisure services. Provides oversight in the delivery and conduct of recreational programs and leisure services activities for the City.

Assignment areas include, but are not necessarily limited to, athletics programs, adult and youth programs, arts and crafts, and leisure services. Employees may be assigned to specific recreation functional areas or may be assigned to a specific park or a group of related parks, with responsibility for all programs administered from that park(s) location. Work is performed with significant latitude and in accordance with established departmental policy. Technical assistance is available in planning program delivery and coordinating specialized activities. Essential job duties, as outlined herein, are performed according to the specific area of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs the athletics programs at assigned facilities, e.g., resolves disputes and conflicts; ensures proper assignment of staff; explains policies, practices, and rules.
- Directs the adult activities at an assigned facility/center.
- Directs the recreational programs offered within one or more assigned parks, e.g., serves as a primary contact, ensures parks maintenance, coordinates with Rangers on security.
- Provides recreational programming by planning, directing, and implementing, and teaching a broad and varied program of recreation activities at a specific city facility.
- Provides recreational programming by planning, directing, implementing, and teaching specific recreation activities at a specific city facility, e.g., child, youth, athletic programs.

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- Oversees activities of department staff, volunteers, and paid instructors engaged in providing programming.
- Supervises activities to ensure the safety of the participants and that they received a positive recreation experience.
- Conducts periodic inspections of the facilities, observes deficiencies in operation, safety, and condition; issues verbal or written directives or work orders to correct deficiencies.
- Opens, closes, and secures assigned facilities.
- Supervises the collection of revenues from recreational programs, activities, special events, and admissions.
- Reports the progress and potential of revenue production through investigations or special studies; recommends changes in the quality of recreational programs and operations.
- Recommends annual budget program for facilities or specific program areas.
- Meets with organized groups, individuals, or other interested parties to provide information, assess community program needs and interests, formulate new programs, and further public relations with the community.
- Assists in the preparation of marketing materials for the assigned program.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of principals, rules, materials, and equipment requirements of a wide variety of recreation activities (as applicable to the area of assignment).
- Considerable knowledge of instruction, coaching, and supervision principles associated with delivery of programs (as applicable to the area of assignment).
- Ability to plan, organize, and deliver various youth, adult, and special programs and events (as applicable to the area of assignment).
- Ability to deal promptly and efficiently with emergencies.

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- Ability to solve problems arising at any of the City's recreational facilities.
- Interpersonal skills for communicating and leading recreational activities for a demographically and culturally diverse community.
- Ability to work independently under limited supervision in carrying out department recreational programming.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in Physical Education, Recreation Management, Leisure Services, or related field. Two (2) years of related experience may substitute for 1 year of education. Requires CPR and First Aid certification. When assigned to the child care programs, required completion of required Children and Family Services training and education requirements.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders, or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

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A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date