

**CITY OF WATSONVILLE**

**JOB TITLE: Recreation Specialist**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To plan, organize, and direct the activities and operations of a limited phase of the recreation program including preschool programs. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class directs and supervises the work of others in a lead capacity. This job class requires knowledge of child development principles, creative ability, and organization and planning skills. This job class is typically responsible for one program area and functions at a journey level of classification.

**ESSENTIAL FUNCTIONS**

- Plans, organizes, and leads a recreational program which may include a varied pre-school program including a traditional school year program, a summer day camp, and special pre-school events
- Schedules, directs, coordinates, and monitors the work of Recreation support staff and volunteers in a lead capacity
- Requisitions food and supplies for assigned programs
- Confers with parents concerning any observed behavioral or physical difficulties
- Maintains accurate records; prepares reports and correspondence related to assigned programs
- Plans, organizes, and conducts various arts and crafts programs and workshops for Recreation Department personnel and community youths as assigned
- Participates in coordinating and directing activities for City-wide special events
- Performs related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- child development principles
- principles and techniques of organizing, directing, and leading children's recreational activities
- principles and practices of pre-school recreation programs

**Ability to:**

- provide creative leadership in organizing, directing, and conducting a preschool program and recreational activities

- determine supplies and equipment necessary for assigned programs
- prepare accurate reports, program schedules, and publicity materials as required
- work well with community groups, parents, volunteers, and staff
- meet the physical requirements such as walking, bending, squatting, and lifting 26 to 50 lb. boxes of supplies
- effectively and tactfully communicate in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties

**Training and Experience:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- 12 semester units in child development, child, family and community, and curriculum
- 3 semester units in administration
- Two years experience in a preschool or child care facility