

City of Watsonville

Job Description



JOB TITLE:	Recreation Specialist	DATE APPROVED:
DEPARTMENT:	Parks and Community Services	SUPERSEDES: N/A
REPORTS TO:	Recreation Coordinator or Assigned Supervisory or Management Personnel	
SUPERVISION:	Temporary Recreation Employees	
EMPLOYEE UNIT:	Mid-Management	
FLSA :	Exempt	

JOB SUMMARY:

Under the direction of the Recreation Coordinator or assigned management personnel, the Recreation Specialist will plan, organize, and direct the activities and operations of a specific recreation program area. Employees in this classification receive general 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 is typically responsible for one program area and functions at a journey level of classification.

DISTINGUISHING CHARACTERISTICS

This job class performs with considerable independence as specialist or site supervisor and is may be assigned to various recreation, cultural and facility functions on a non-permanent, part-time basis depending upon assignment. This classification is distinguished from the next lower classification of *Recreation Assistant* in that the latter classification typically assists with limited coordination and supervision of the activities and operations of a single program, but does not possess the lead program area responsibilities of the *Recreation Specialist*.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are performed personally, in cooperation with the Recreation Coordinator and/or in coordination with other City employees, operation partners, community groups and other public and private organizations. Additional duties may be assigned.

1. Assists in supervising a recreation program area and ensures programs are safe, high quality and meet the evolving needs of the community.
 - a. Assists with the development and ongoing review of recreation programs for efficiency in operations and maximization of available staff resources.
 - b. Evaluation of recreation program offerings ensures community needs and participation goals are being met.
 - c. Timely investigation and resolution of customer complaints received from the public and other City staff creates increased community trust and satisfaction.
 - d. Assist in developing innovative plan for recreation programs results in the ability to meet changing community needs.
 - e. Purposeful community engagement supports the development of services and activities that serve the entire community.

2. Assists with leading the development of a high performing team where employees and volunteers provide high quality services in a coordinated manner.
 - a. Collaborative leadership style that fosters teamwork and encourages employee input and involvement in decision-making.
 - b. Coordination of work with other Department aids in creating an effective team oriented organization.
 - c. Thorough and ongoing staff coaching and training support the provision of excellent customer service by team members.
 - d. Recruitment, selection, orientation, advancement, and evaluation of employees leads to the successful achievement of organizational and employee goals.
3. Creates community collaborations in which community organizations develop trust and confidence in the City and the Community Services Department.
 - a. Serving as a liaison for the Department to community organizations increases partnership opportunities and collaborative events.
 - b. Proactive and timely communication strengthens relationships with partner organizations and community members.
4. Performs other job-related responsibilities as evident or directed.

EMPLOYMENT STANDARDS

Knowledge of:

- Child development principles
- Principles and techniques of organizing, directing, and leading children's recreational activities
- Principles and practices of recreation programs

Ability to:

- Provide creative leadership in organizing, directing and conducting preschool programs 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 is:

- Equivalent to graduation from college with major work in recreation or related field and one-year experience in planning and organizing community recreation programs.

LICENSE & CERTIFICATION:

- A valid and appropriate California Class Driver's License and a safe driving record
- Must obtain CPR and first aid certifications within six months of employment

OTHER REQUIREMENTS

- Must successfully complete a state mandated background investigation and drug screen at time of hire.
- Must be willing to work outdoors in various weather conditions.
- Must be available to work evenings and weekends as required.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish highly desirable.
- Possession of any professional certifications or licenses related to the recreation field, including Certified Park and Recreation Professional (CPRP), Lifeguard and Lifeguard Instructor certifications.