

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: RECREATION SPECIALIST

DEPARTMENT: RECREATION

BASIC FUNCTION:

Under general supervision, perform responsible recreation work in a citywide recreation program; participate and assist in supervising recreation programs; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The Recreation Specialist is the entry-level classification in the Recreation series. Positions in this classification are responsible for a specific program, including supervising, recruiting and training staff. Work in this classification is distinguished from that of the Recreation Supervisor by the degree of independence and responsibility for more than one citywide program area at the higher level.

KEY RESPONSIBILITIES:

Coordinate one program area, performing the planning, organizing, and administration of all facets of the program, including supervision of hourly staff.

Provide skilled recreation leadership or instruction at recreation facilities.

Maintain inventory control, activity, and progress records.

Develop and organize specialized recreation programs, including instructional classes, special events, and excursions.

Respond to citizen complaints and requests for information.

Assist other Recreation Supervisors in program events and activities as necessary.

Assist in coordinating recreation activities with other city departments and divisions, and with outside agencies.

Supervise, train, and evaluate assigned hourly staff and assist in the supervision activities of regular staff as assigned.

Make public presentations and prepare reports regarding assigned program.

Monitor class activities and evaluations of programs.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Philosophy, principles, and practices of public recreational programs.
- City of Carlsbad policies and rules related to recreational programs and general administrative practices and procedures.
- First aid methods, practices, and safety precautions related to any recreational program.
- Basic supervisory practices and skills.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Supervise and coordinate recreation programs.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Supervise and train staff assigned to work in recreation programs.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to an Associate of Arts degree from an accredited college or university with major work in recreation, physical education, or a related field.

One year of experience involving the implementation of a recreation, specialized leisure activity or community service program preferably supplemented by experience in public or business administration.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License.

Must meet State of California Tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors.

Work weekends, holidays, and evenings as assigned.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

May vary from assignment to assignment. Incumbents frequently drive to site locations, attend outdoor activities and events and occasionally be required to physically exert themselves (run, walk, stoop, bend, reach) in the supervision of recreational activities. Some positions may occasionally require incumbents to lift or move moderately heavy equipment, or materials during the course of duties assigned. This position may also require frequent exposure to the weather during the course of performing the essential duties.

DATE APPROVED: Mar. 30, 2001