

RECREATION SPECIALIST

Department: Parks, Recreation and Cultural Affairs

Classification: Non-Competitive

Specification Number: 2340

Approved: 12/6/21

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) Completion of an approved course of instruction which qualifies the individual to be an instructor in an identifiable recreational specialty; or,**
- b) One (1) year of experience in the cited recreational specialty.**

NECESSARY SPECIAL REQUIREMENTS

Depending upon assignment, at the time of appointment and throughout employment in this title, candidates may be required to possess an appropriate swimming instructor's certificate issued by the American Red Cross. The appropriate level of the certificate will be determined by the Commissioner of Parks, Recreation and Cultural Affairs only if an employee in this title is assigned to Water Safety Instructor duties as part of their responsibilities.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this class performs specialized recreation work in one of the following programs: arts and crafts, drama, music, dancing, shopwork, sports or swimming. Work performed in this class is of such a nature that the required knowledge, skills and abilities are more readily learned through experience and specialized training than through the formal college training required in other recreation classes. Work is performed with a wide latitude of technical independence, and is reviewed through conferences with an administrative supervisor of the recreation program. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans playground arts and crafts program; teaches arts and crafts to playground children;

Plans for, and organizes, choral groups; organizes and conducts rehearsals; presents concerts; acts as accompanist for choral groups; plays at all rehearsals and presentations;

Organizes, supervises and teaches square and/or folk dancing; conducts classes in ballroom dancing; plans and stages square and/or round dances;

Plans and organizes classes in shopwork; teaches shopwork giving both individual and group instructions;

Plans for, organizes and conducts drama groups; conducts rehearsals and presentations of plays, operettas, minstrels and similar activities;

Conducts league or tournament games in accordance with the rules of the game; officiates at athletic events such as basketball, baseball, softball, volleyball, track and other indoor and outdoor sports;

Plans with, and aids, playground leaders in the organization of specialized activities; makes up publicity for special events; requisitions needed supplies and materials; assumes responsibility for, and distributes, supplies; maintains discipline; maintains records and prepares reports;

May plan and conduct beginning, intermediate and advanced swimming classes in accordance with the requirements of a recognized life-saving instruction agency; conducts junior and senior life-saving courses; establishes swimming areas and boundaries; schedules and conducts special swimming events; assigns hours and assignments to lifeguards.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the methods of group instruction used in the specialty activity; ability to establish good instructional relationships with small and/or large groups; ability to work with groups of all ages; ability to stimulate interest in the specialty activity; ability to talk before groups of people in an interesting and informative manner; physical condition commensurate with the demands of the position.