

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Recreation Specialist
Department: Park and Recreation
Division: Park and Recreation
Representation: N/A
Salary: \$4,484 - \$5,723 per month, DOQ
Overtime Eligible

First Review of Applications: 01/30/2024

Position Open Until Filled

POSITION SUMMARY:

The Recreation Specialist is responsible for leadership of recreation and community programs across various age groups and interests. Responsibilities include enhancing the popular senior mornings program, adding activities and services for seniors' well-being, and introducing additional groups and classes for active older adults. The role also involves creating structured afterschool programs, organizing enriching classes and teen nights, and introducing non-traditional sports for kids and teens. Additionally, the Specialist will manage various sports programs, coordinate specialized recreation initiatives for individuals with disabilities, and plan a summer day camp that offers a diverse and engaging experience. This role aims to elevate community engagement and well-being through inclusive and diverse recreational opportunities.

ESSENTIAL FUNCTIONS include but are not limited to:

- Plan and organize assigned recreation activities in the areas of sports, youth, seniors, instructional classes, or recreation programs, events, and activities.
- Plan and administer summer day camp while recruiting, training, scheduling, and supervising a variety of personnel and volunteers.
- Develop new programs and activities for seniors and teens by researching trends and community requests and evaluating community needs.
- Promote Recreation Department programs; prepare class and schedule information and marketing using brochures, the department website, or other materials and methods; assist in developing and implementing a comprehensive and consistent marketing plan for department offerings.
- Promote interest and provide information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the public.
- Observe and monitor the quality of programs, events, and classes.
- Prepare and control equipment inventory and stock deliveries.
- Order, inspect, and maintain recreation equipment and materials.
- Monitor expenses; provide input in the preparation of the department budget.
- Process contractor and vendor payments.

- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
- Oversee and schedule usage of assigned facilities; provide information and assistance to users of facilities; explain policies, rules, and regulations of facility use; monitor and inspect assigned facilities after use.
- Collect and account for program fees and registration; maintain appropriate financial records according to City policies and procedures.
- Respond to requests and inquiries from the public; provide information regarding assigned recreational program areas; analyze customer inquiries and determine steps necessary to resolve issues.
- Secure funding to maintain quality programs or events by applying for grants, securing corporate sponsors, or other fundraising efforts.
- Perform related duties as required.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion, an employee in this classification may perform the duties of an employee in a higher classification.

The Recreation Specialist may also perform the following duties:

- Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Receive citizen complaints from concerned citizens, resolve complaints, or refer the situation to the appropriate person to handle.
- Open, sort, and distribute incoming mail.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED equivalent is required; and
- Associate's degree in Recreation Management or a closely related field; and
- Two (2) years of recreation experience, including community center programming.
- An equivalent combination of experience, education, and training may be substituted that would provide the desired level of skills, knowledge, and ability required to perform the essential duties and responsibilities of the position.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Considerable knowledge of recreation philosophy, planning, and administration.
- Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive community recreation program.

Ability to:

- Maintain current skills and knowledge of methods and techniques necessary for efficient job performance.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- Ability to work effectively with volunteers, full-time, part-time, and administrative staff to reach the goals of the Department.
- Work irregular hours to meet the needs of the Roy H. Murphy Community Center and programs.
- Ability to work with the public effectively.
- Demonstrate skill in the operation of listed tools and equipment.
- Communicate, read, write, and understand English at a level necessary for efficient job performance.
- Ability to plan and supervise the work of employees and volunteers.
- Establish and maintain effective working relationships with other employees, supervisors, other agencies, participants, instructors, community leaders, and the public.
- Work positively and professionally with the public, suppliers, and City staff.
- Work under pressure and/or with frequent interruptions.
- Work independently with minimum supervision.
- Identify problems and make recommendations to resolve them.
- Demonstrate proficiency in utilizing computers and software applications as required for the job, including Microsoft Office.
- Maintain predictable and regular attendance.
- Maintain a sense of humor and positive attitude.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Valid Washington State Driver's License or ability to obtain upon employment.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- First Aid and CPR certification or ability to obtain within 60 days of obtaining the position.
- Must pass a background check.

SUPERVISION:

Work is performed under the general supervision of the Parks and Recreation Director and Recreation Coordinator. This position is non-supervisory but does provide support, guidance and oversight and work collaboratively with part-time recreation staff, special interest instructors, seasonal employees, work-study interns, and volunteers.

TOOLS AND EQUIPMENT USED:

Work involves using a personal computer, Microsoft Office applications (including word processing and spreadsheet software), other job-specific software, copiers, printers, calculators, fax machines, multi-line phone systems, mobile or portable radio, other general office equipment, and a pickup truck.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

The noise level in the work environment is usually quiet while in the office or moderately loud when in the field or activity areas. There may be possible interactions with irate or difficult individuals.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. Hand-eye coordination is necessary to operate computers and office equipment, and using hands is needed to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl, and reach with hands and arms. The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions and toxic or caustic chemicals. The employee must occasionally lift and/or move up to 50 pounds. Employees will be required to wear safety protective gear when necessary.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference/background check, and job-related tests might be required.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification. Other duties may be assigned, and this description may be amended as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.