RECREATION SPECIALIST

DEFINITION
Under supervision supports, implements and assists in the planning, organization and delivery of cultural programs and recreational activities for youth, adults, families and senior citizens.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics). This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists in the planning, organization and delivery of cultural programs and recreational activities for youth, adults, families and senior citizens.
- Prepares activity plan;
- Plans, arrange set-up and clean up designated areas for activity or event;
- Registers participants for City-wide programs,
- Provides information and manages enrollment process, billing and fee collection;
- Reviews participant applications, verifies age, residency and maintains roster information;
- Monitors safety and behavior of participants during program activities;
- Assists in contacting, scheduling, and supervising volunteer staff and vendors for activities and events;
- Trains new employees and volunteers;
- Orders and receives supplies and equipment;
- Maintains budget within the recreational activities and events;
- Gathers and compiles data, resources and ideas for maximum potential of activities and events;
- Enforces rules and regulations of the program.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of program, event and entertainment planning techniques, volunteer training methods, of activity preparation and registration procedures;
- Skilled in planning, organizing and implementing cultural activities and events, in providing and following oral and written instructions, and in establishing and maintaining productive working relationships with staff, visitors and program participants;
- Ability to perform essential duties while exercising good judgment and with little supervision and to effectively communicate verbally and in writing in English
- Ability to read, write and speak Spanish is desirable

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A high school diploma or equivalent, AND three (3) years of progressively responsible’ experience in special event or recreation program planning. Must possess at the time of application and maintain a valid California Driver's License.