

## **CITY OF AGOURA HILLS**

### **RECREATION SPECIALIST**

#### DEFINITION

Under general supervision, develops, organizes, directs and conducts the assigned recreation programs according to established schedules and standards; provides responsible staff assistance; performs related duties as required.

#### CLASS CHARACTERISTICS

The Recreation Specialist is a part-time class which provides responsible recreation activity leadership in one or more program areas. Recreation Specialists are responsible for directing the activities of subordinates, observing performance and ensuring adherence to program objectives, schedules, and standards.

#### EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Develops, organizes, directs and conducts the assigned recreational and social activities; provides instruction; directs activities, observing and ensuring adherence to program objectives, schedules, and standards; assists department staff in the conduct of special events.
2. Ensures the daily preparation of recreational facilities; maintains adequate inventory of recreational supplies and equipment; ensures that supplies, equipment and facilities are maintained and secured in accordance with established policy.
3. Prepares records relating to program activities, accidents or incidents; administers first aid; responds to inquiries and complaints, providing explanation of established policies and procedures; takes appropriate action or refers to the appropriate authority.
4. Attends departmental meetings and participates in discussions regarding recreational programming; coordinates and participates in recreational program publicity and promotional activities.

#### QUALIFICATIONS GUIDELINES

##### Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include 2000 hours of group recreational activity leadership of which 1500 hours is paid

leadership experience; and the completion of three years of college-level study with major course work in recreation, or a related field.

### Knowledge, Skills, and Abilities

Working knowledge of the basic principles and practices of organizing and conducting public recreation programs; group leadership techniques; effective supervisory and instruction methods and techniques for recreational activities involving varied levels of interest and ability; rules, regulations, techniques, and procedures of athletic events; record keeping and reporting procedures; first aid practices and techniques. Ability to develop, organize, direct and conduct recreational activities; prepare and maintain records and reports; meet the public in situations requiring diplomacy and tact; deal with problems and develop effective resolutions; communicate effectively orally and in writing; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

### Special Requirements

Possession of or ability to obtain American Red Cross certificates in First Aid and CPR.

### Physical Demands

While performing the duties of this class, the employee is regularly required to sit, talk or hear, both in person or on the telephone, operated standard office equipment. The employee is frequently required to stand and walk. The need to lift, carry and push tools, equipment and supplies weighing up to 50 lbs is sometimes required. Specific vision abilities required by the position include: close vision, color vision and the ability to focus.

### Mental Demands

While performing the duties of the class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; interact with City staff and other organizations; and deal with customer relations.

### Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both typical office conditions and in a recreational setting. The noise level of the office work environment is usually quiet. The environment of the recreational setting is dependent upon site location, type of activity and weather conditions. The noise level in the recreational setting is frequently loud. The employee

may work outdoors in all weather conditions including wet, hot, cold and may be exposed to heavy dust and pollen.