

RECREATION ACTIVITY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for coordinating social, recreational, or educational activities for a targeted population in a municipality. The incumbent in this position will have leeway to oversee the day to day recreational activities for a specific program which includes activities such as arts and crafts, athletics, dances, cultural events, etc. This position may require an employee to work nights and weekends depending on the assignment. Work is performed under the general direction of a higher level employee. Supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Plans, organizes, and participates in recreational activities including scheduling events, recruitment, reserving facilities, arranging guest speakers, organizing field trips, etc., which are consistent with the needs and interests of the participants of the program;
2. Oversees and conducts the day to day activities and events in a specific program such as directing classes, operating related equipment and assisting in set up and breakdown of program location;
3. Assists in evaluation and improvement of existing recreation programs;
4. Produces various reports and information including expenditures for budgetary purposes;
5. May be required to respond to emergency situations with a high degree of sensitivity;
6. May administer basic first aid;
7. May supervise subordinate personnel.

FULL PERFORMANCE KNOWLEDGE, SKILL AND ABILITIES:

Knowledge of principles, practices, equipment and facilities necessary to lead a recreation program;

Knowledge of fundamental recreational techniques and common practices needed to organize and conduct recreational activities;

Knowledge of recreation activities needed to instruct others in a variety of sports and games;

Knowledge of basic first aid needed to treat minor injuries;

Ability to work with people of different age groups and backgrounds;

Ability to follow detailed oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to organize and schedule activities;

Ability to establish good working relationships;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

RECREATION ACTIVITY SPECIALIST (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND

- EITHER: (A) Completion of two years of college (30 credits equal to one year);
OR: (B) Two (2) years of paid work experience in event planning, teaching, coordinating a recreation program or a related human service field;
OR: (C) An equivalent combination of training and experience within the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

1. Possession of a New York State Driver license at time of appointment.
2. An appointing authority may require completion of a basic first aid or CPR course by the end of the probationary period and maintenance of these licenses/certifications throughout duration of employment.

Adopted: 12/10/1995
Revised: 03/24/2015