



JOB DESCRIPTION

P/T RECREATION SPECIALIST II

THE POSITION

Under the direction of the Recreation Coordinator or Supervisor, this position hold the all the responsibilities of the Recreation Attendant and in addition is responsible for working as part of a team to lead and supervise special events, recreation programs, facility rentals and administrative responsibilities in Oak Park. The position may work up to 10-35 hours per week, which may include some nights and weekends.

EXAMPLE OF DUTIES

The District's Recreation Specialists assist with leading and supervising different program areas, such as:
Oak Park Community Center

Each program area is unique and therefore requires specific knowledge and education, which may be obtained in college, classes, previous employment, or on the job training with the District. Over time Recreation Specialists develop knowledge, skills and abilities in more than one recreation program area, and are better able to meet the needs of the community and their own professional expertise. The areas assigned to a Recreation Specialist can change for a variety of reasons, such as the changing needs of the community, particular expertise or strength demonstrated by a Recreation Specialist, or changes in staffing levels within the Recreation Department or the District as a whole.

The essential functions of this position include, but are not limited to:

- Open, prepare, close, and secure facilities as required
- Preparation and general supervision of rooms in use for a variety of activities
- Monitor, greet and direct patrons accordingly, answer questions, phone calls, emails and provide information as needed
- Provide general supervision of facility's public spaces, restrooms, and immediate outdoor grounds and parking lots
- Maintain visibility and contact with patrons and District staff
- Perform light custodial duties as needed
- Accept program registration, process refunds and run reports within software program
- Assist with marketing of programs and special events
- Assist with planning of existing special events and development of new programs and events
- Work with contract instructors to ensure class policies are followed, rosters are distributed and updated
- Generate facility schedule and ensure accuracy
- Develop facility signage for special events and office closures
- Assist with development of activity guides
- Assist with facility rental questions and providing tours to community members

The duties of this position may change based on community demand and interest.

The position may perform other related non-essential duties as assigned and involves a high level of public contact.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: High school graduation or G.E.D. equivalent and 18 years of age. One or more years of relevant experience with planning and leading social/recreational activities for: special needs population; instructing preschool-age children; and other recreation areas. Requires the ability to work indoors and outdoors; maintain equipment and facilities at a recreation/activity site; communicate effectively and clearly; build positive working relationships with participants, parents/guardians/aides and staff; demonstrate good instructional, time management and service-oriented skills. Must have a professional and respectful attitude and comfort level and appreciation for program participants. Must maintain CPR and First Aid certifications and be able to utilize these skills in case of emergency. Must maintain an Infant/Child CPR certification for work in the preschool program. Must be proficient using fundamental computer software and possess other general office skills.

Licenses / Certifications: A valid California Driver's License with good driving record and current certifications in Red Cross CPR and First Aid are required. An Infant/Child CPR certification is required for work in the preschool program. Follow ADA compliance regulations.

PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require standing and walking approximately 70% of the time or more; occasional pushing and pulling of materials, including wheelchairs; frequent lifting/ carrying of materials weighing up to 40 pounds; some bending, kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing of stairs. The position requires the ability to read printed materials, clearly and professionally communicate information and ideas, and to work indoors and outdoors in a variety of weather and temperature conditions.