



JOB DESCRIPTION

P/T RECREATION SPECIALIST I

THE POSITION

Under the direction of either the Recreation Supervisor II or the Recreation Coordinator, this position is responsible for working as part of a team to lead and supervise instructional classes, social events, excursions, sports and leisure activities and others for participants in recreation programs located in either the community of Simi Valley or Oak Park. The programs are in areas such as: alternative recreation, which serves individuals whose developmental disabilities and/or other disabilities may impede them from participating in other recreational programs; the preschool program for children ages 3 to 4 years, which instructs them in activities designed to promote social, physical and intellectual skills needed for success in elementary school; and more. The position may work up to 15-20 hours per week, which may include some weekends and/or weeknights.

EXAMPLE OF DUTIES

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

Alternative Recreation Program
Preschool Program

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:

Alternative Recreation

- Lead youth and adult participants with physical and/or mental disabilities in social and recreational indoor and outdoor activities.
- Oversee the care and safety of participants during program activities.
- Develop and implement activities for participants, including preparing comprehensive program outlines.
- Keep immediate supervisor informed of the program's progress and any needs or issues, and prepare recap reports.
- Communicate effectively and clearly to all staff, participants, and parents/guardians.
 - Monitor safety and emergency procedures. Preschool
- Develop, organize and schedule activities designed to promote physical, mental and social development.
- Adapt and/or demonstrate teaching methods and instructional materials to meet student's varying needs and interests.
- Supervise, evaluate and plan assignments for assistants and volunteers.
- Maintain reports as required by District policies and administrative procedures.
- Enforce rules for behavior and procedures for maintaining order.

The position may perform other related work as assigned.

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.