



## **JOB DESCRIPTION**

### **RECREATION PROGRAM SPECIALIST**

**THE POSITION** Under direct supervision by the Director of Recreation, Recreation Supervisor II or Recreation Coordinator assists in the organization and management of specialized recreational programs for the community and provides highly responsible and technical staff assistance in a program area in accordance with District policies and procedures.

#### **EXAMPLE OF DUTIES**

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

- Assists and participates in the planning, organizing, development, supervision and coordination of specialized recreation programs for a community area or specialized group such as sports, facility management, events, volunteers, marketing, activity programming, aquatics, before and after school clubs, or other areas.
- Trains, directs and supervises part-time staff and/or contract instructors.
- Designs and produces flyers and brochures and uses website and social media to market programs.
- Instructs participants, volunteers and staff in various athletic and recreational activities.
- Coordinates the planning, registration, and conduct of recreational programs and special events.
- Prepares and maintains a variety of records and reports on participation, equipment and facility use.
- Travels to various sites to conduct programs, deliver equipment and supplies, or attend meetings.
- Confers and speaks with community groups, school and city staff to facilitate coordination of programs.
- Maintains facility use controls and monitors compliance with issued facility use permits.
- Drives to various sites to perform duties.
- May be required to transport materials or participants.
- This position may perform other related work as assigned.

#### **EMPLOYMENT STANDARDS**

Each service area within the Recreation Department 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. Recreation Program Specialists become an expert in a primary service area and develop proficiency in additional service areas, helping the District meet the needs of the community while developing their own professional experiences. The service area(s) assigned to a Recreation Program 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 needs within the Recreation Department or District.

Requires ability to: organize, lead, and conduct recreational programs; communicate effectively; provide responsible and technical professional staff assistance in the development and conduct of specialized recreational programs in accordance with District policies and procedures; assume responsibility and exercise independent judgment; train, assist or directly supervise staff; work independently or as a team member; promote the District and recreational programs using flyers, internet, social media and other identified avenues; adapt to new and changing situations; prioritize and manage through completion a variety of administrative tasks; and ensure the successful delivery of recreation programming for the public. Recreation Program Specialists must be able to work schedules that vary by day and time due to the nature of recreation programming.

Education/Experience: Requires completion of two years of college coursework and at least two years of applicable experience in recreational programming. Bachelor's degree is desired. Must be able to: solve problems and deal with a variety of variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written or oral form; exercise sound independent judgment; and; provide excellent customer service to the many diverse participants. Requires proficiency in Microsoft Word, Excel, PowerPoint, internet research and use of social media to respond to the public and market recreation programs and the ability to learn and utilize various recreation software programs upon District direction.

License and Certifications: A valid California driver's license and a good driving record are required. This position may also be required to obtain and maintain additional certifications depending upon the service area that they are assigned to, such as: Adult CPR/AED, Infant/Child CPR, Red Cross Water Safety Instructor, Lifeguard Training, Instructor Trainer Certification and/or Pool Operator.

#### PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; frequent lifting, carrying and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing stairs, some handling and dexterity and working on uneven terrain. The position will require the operation of general office equipment and District vehicle.

**RANCHO SIMI RECREATION AND PARK DISTRICT**

**Main Offices – 4201 Guardian Street, Simi Valley, CA 93065; 805/584-4400; [www.rsrrpd.org](http://www.rsrrpd.org)**