

# **RECREATION PROGRAM SPECIALIST PARKS & RECREATION DEPT**

**Grade 12 - \$15.05 hourly**

**FULL TIME**

Evening Hours 5 PM to 8 PM/Saturday 9 AM to 12 Noon

## **GENERAL DUTIES OF CLASS**

The purpose of this class is to provide assistance to the Director of Parks & Recreation with a variety of specialized recreation programs, activities, and special events, including youth sports and activities, and youth and family services. This class works under moderate supervision, assists in the organization, implementation, and supervision of recreation programs, activities, and special events.

**ESSENTIAL TASKS** *The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

- Assists with planning, developing, and organizing recreation programs and special events;
- Implements specific recreation activities such as dances, luncheons, games, and sporting events; plans event activities and assigns staff to required duties;
- Prepares promotional materials for scheduled events, including brochures, posters, advertisements, and flyers;
- Assists in monitoring the daily operations and activities of a recreation facility; monitors performance of participants; ensures rules and procedures are followed by patrons;
- Prepares equipment, fields, and facilities for assigned activities;
- Maintains grounds and facilities; to include cleaning restrooms and grounds;
- Assists with registering participants in classes and sports programs and booking facilities for events; collects and processes fees; maintains files and records of transactions and schedules;
- Provides assistance to facility patrons and the general public; answers questions regarding facility usage and program, activity, and event specifics;
- Evaluates assigned programs, activities, and special events; makes recommendations for improvements and new programs and services;
- Provides lead supervision to participants, subordinates and volunteers; trains new employees on work procedures.

## **COGNITIVE REQUIREMENTS**

**REASONING REQUIREMENTS:** *Reasoning requires consideration of factors and variables to derive solutions to problems.*

Requires performing skilled work involving rules/systems with almost constant problem solving.

**MATHEMATICAL REQUIREMENTS:** *Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

Requires performing addition and subtraction, multiplication and division and/or calculating ratios, rates and percents.

**LANGUAGE REQUIREMENTS:** *Language involves the ability to read, write, and speak.*

Requires reading technical instructions, procedures manuals, and charts to solve practical problems; composing routine and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

**MENTAL REQUIREMENTS:** *Mental ability involves analysis, initiative, ingenuity, creativity, and concentration required by the job and the presence of any unusual pressures present in the job.*

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; work on multiple concurrent tasks; work with constant interruptions; and interact with staff, facility users, and the general public.

## **VOCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:** *Vocational/Educational preparation includes job specific training and education that may be acquired in a school, work, military, institutional or vocational environment. It does not include the orientation time required of a fully qualified worker to become accustomed to the special conditions of any new job. Nor does it include the amount of time that a worker spends to learn reasoning, language, and mathematical skills, which are often learned in school.*

Requires completion of High School Diploma or equivalent.

**SPECIAL CERTIFICATIONS AND LICENSES:** *Special Certifications and Licenses refer to state, federal, or professional certifications or licenses required to enter or maintain the job.*

Possession of a valid Florida driver's license and an acceptable driving record. Valid CPR certification. Must pass Level 2 Criminal Background.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry level into the position that would result in a reasonable expectation that the employee can perform the job. It may be experience that can be gained on the job or experience in a previous job.*

Requires at minimum one years' experience, two years' preferred.

## **KNOWLEDGE, SKILLS, & ABILITIES**

- Basic objectives, methods, and techniques of assigned recreation program area
- Policies, procedures, and regulations pertaining to area of assignment
- Principles and practices of workplace safety, including CPR and first aid

### **Skill to:**

- Operate modern office equipment including a personal computer and related business software

**Ability to:**

- Plan, implement, and instruct activities of assigned program
- Establish and maintain courteous, cooperative, and effective working relationships with staff, the general public, and others encountered in the course of work
- Communicate clearly and effectively, both orally and in writing
- Understand and carry out oral and written instructions
- Prepare and maintain accurate and precise written records, forms, and correspondence
- Evaluate situations, identify problems, and exercise sound independent judgment within established guidelines
- Maintain professionalism and composure at all times, including stressful and difficult situations and handle disputes and complaints in a calm, courteous, and tactful manner
- Effectively handle multiple priorities and organize workload
  - **Work independently and efficiently with a minimum amount of direct supervision**

## **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:** *Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.*

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel and reach with hands and arms. The employee frequently stands or walks and lifts and moves equipment and supplies weighing up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**ENVIRONMENTAL HAZARDS:** *Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

The employee usually works both indoors and outdoors and the noise level varies from moderately quiet to noisy, depending upon program activities. Depending upon the program activities, employees may be exposed to paints and other fumes and infectious diseases when working with children or other special age groups. Employees frequently are required to work in outside weather conditions, including heat, cold, rain, moisture, and wind at various facilities and events.

**SENSORY REQUIREMENTS:** *Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, field of vision, hearing, and speaking.

## **JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:** *Judgments and decisions refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Requires being responsible to guide others, requiring frequent decisions, affecting the individual, coworkers, and others whom depend on the service or product; work in a somewhat fluid environment with rules and procedures but many variations from the routine.

#### **ADA COMPLIANCE**

The City of Belle Glade is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.