

## RECREATION SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Recreation Specialist is responsible for independently developing and supervising specialized programs that serve target populations or interest groups. Duties may include: planning, organizing, developing, maintaining, promoting, operating, and managing a recreational activity area or an assigned facility. The employee may supervise the work of Recreation part-time staff, temporary agency workers, affiliated group activities, and volunteers assisting in the program area. Work is performed in accordance with the departmental rules, regulations, and safety practices. Incumbents in this class may be rotated or transferred to other facilities and/or assignments based on department or seasonal needs. This class performs related duties as required. Assignment area may be in: Adaptive, Aquatics, Athletics, Cashier, Fun'n'Fitness, Out-of-schooltime Camps, Recreation Centers, Reservation/Registration, Special Events, Summer Recreation, or Tennis Center.

For the following assignment areas, duties may also include:

**Adaptive Assignment:** Working in the inclusion and adaptive programs. Responsibilities include: assessment of individuals, training of staff, assisting with hiring staff for individual attention, purchasing equipment, and communicating with school program and family members/caretakers.

**Aquatics Assignment:** This assignment is responsible for planning, marketing, organizing, directing, scheduling, evaluating, and supervising Citywide aquatic programs and events (example: learn-to-swim classes and aquatic teams). Additional responsibilities also include developing and distributing participant materials, equipment inventory management by ordering materials, supplies, and general equipment, developing and administering staff training, scheduling programs (example: competitive swimming, diving, artistic swimming, water polo, lifeguard training, special events, junior lifeguards, and facility reservations);, , reviewing financial, statistical, and timekeeping data for accuracy; working in partnership with stakeholder organizations, and assisting with the summer seasonal hiring process. May be required to teach American Red Cross Lifeguard Training and Water Safety Instructor classes necessitating acquiring instructor certifications.

**Athletics Assignment:** Responsible for assisting with the planning, organizing, marketing, conducting, and evaluating of City athletic programs; may include training, scheduling, and evaluating sports officials, volunteers, and coaches in a variety of sport or activity programs; maintaining accurate team standings and records; distributing equipment and safety supplies and ordering supplies; and working in cooperation with a Recreation Programmer to assist in facility scheduling, rentals, and communications with department staff, organizations, and participants through written and verbal means.

**Recreation Center Assignment:** Organizing activities for indoor climbing wall, open gym, and Out-of-schooltime programs; coordinating preschool children's kids club, special events, special interest classes, and facility rentals; training and scheduling of staff and volunteers; and working in cooperation with a Recreation Programmer or Coordinator to manage front desk operations, guest services, teen programs, marketing, and facility rentals.

**Reservation/Registration Assignment:** Responsible for coordinating and invoicing for program registration and facility reservations; communicating and coordinating with other City departments,

local schools, and community stakeholder groups for facility rentals; managing the remote field lighting system; and communicating with City maintenance staff. This assignment relies heavily on the use and reporting through the ActiveNet registration and reservation system.

***Special Events Assignment:*** Supervising the event equipment request process by fielding requests and maintaining a calendar; managing the event equipment inventory through organizing, maintaining, and distributing equipment items; fielding facility-use inquiries through phone and email correspondence as well as on-site meetings; working in cooperation with a Recreation Programmer or Coordinator to plan, organize, and implement City-sponsored events as well as facilitating commercial and non-profit events; and training and scheduling of part-time employees and volunteers. Work may include setting up tables, chairs, tents, and various equipment weighing up to 40 pounds. Work may include performing cash handling procedures, commodities, and maintaining records; and may require use of point-of-sale terminals or cash registers.

***Summer Recreation Assignment:*** Assisting with planning, organizing, and coordinating assigned summer programs. Responsibilities include: supervising part-time/seasonal staff, timekeeping, purchasing equipment, creating programs and themes, training staff, and compiling reports for contracted services provided.

**Distinguishing Features:** The part-time and seasonal classifications have been designated as non-classified, non-merit system, at-will positions. An employee in this class performs specialized work conducting and supervising a specific recreation program area or several closely related program areas. General instructions are received from a Recreation Coordinator or Recreation Programmer, but a Recreation Specialist is given latitude to adjust the program to the needs of participants and facilities available. Because of the variety of duties performed, employees must be able to work flexible hours, including weekend and evening work. This class is FLSA exempt-administrative (full-time). This class is FLSA nonexempt (part-time and grant-funded). This class is FLSA exempt-recreational (seasonal).

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree or two years of college coursework. Good (1 - 3 years) recreation experience, preferably related to the program area.

**Special Requirements.** Must have or be able to obtain a valid Class D Arizona Driver's License by hire or promotion date. Must obtain Red Cross (or equivalent) Lifeguard Training and Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer certifications within 30 days of hire and Lifeguard Training Instructor and Water Safety Instructor certificates within 6 months of hire or promotion (***Aquatics Assignment***). Must have CPR/AED and First Aid certificate within 30 days of hire (***Adaptive and Aquatics Assignments***). Must have a valid Department of Economic Security fingerprint clearance card level 1 within 30 days of hire; Department of Economic Security Article 9 certification; and Protective Behaviors Certification all within 30 days of hire (***Adaptive Assignment***).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualification.** Graduation from an accredited college or university with a Bachelor's Degree is preferred. Considerable (3 - 5 years) recreation experience, preferably related to the program area.

**Aquatics Assignment:** Considerable (3 - 5 years) experience as a lifeguard, swimming instructor, or pool manager is preferred. Considerable (3 - 5 years) experience in programming activities in a municipal-aquatics program, as well as experience organizing special events is desirable. Possession of a Lifeguard Training Instructor Certificate and a Water Safety Instructor Trainer Certificate is highly desirable. Bilingual in Spanish desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with the general public, program participants, other City employees, school representatives, social groups, community recreation groups and organizations, churches, and vendors in order to organize, promote, coordinate, implement, and evaluate a variety of recreation activities related to specific programs. Interviews, selects, and schedules staff; observes and corrects staff job performance. Instructs and trains subordinates and volunteers in the policies, procedures, and methods used in implementing recreation activities. Prepares status and written reports, schedules, activity/program evaluations, and promotional materials in order to present ideas and recommendations; and to document, evaluate, and market activities.

**Manual/Physical:** Maintains statistics, financial and activity records, and any other necessary records to justify and support programs. Makes recommendations and monitors expenditures for activity areas of responsibility. Motivates, works with, and supervises subordinates, including volunteers. Arranges for payment of contracted staff. Maintains facilities, equipment, and materials in a safe condition. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to monitor activity sites and deliver equipment and supplies. Prepares activity and support staff schedules to implement recreation activities. Performs physical inventories of program supplies and equipment. Moves, lifts, and sets up tables, chairs, tents, and various equipment weighing up to 50 pounds. Meets scheduling and attendance requirements.

**Recreation Center Assignment:** Secure facility for opening or closing, monitor large-scale rental events, set up and take down tables and chairs for classes and/or rentals, operate a computer software program to check in customers, handle cash transactions, or verify cash deposits. Operates power driven machinery such as a hydraulic lift, power washer, buffer, and autoscrubber. Belays and trains staff to belay participants on climbing wall safety, harness, and equipment use. Instructs staff and participants on safety procedures. Conducts pre- and post-activity safety checks. Physically assists participants in activities four to five hours per day. Uses a ladder and harness to route and maintain the climbing wall.

**Aquatics Assignment:** Performs swimming rescues on drowning victims including approaching, breaking holds, and carrying people, which may require removal of the victim from the water who may weigh up to 300 pounds. Performs resuscitation techniques requiring physical stamina and other first aid measures. Demonstrates proper competition techniques in water and on deck. Climbs up and sits on

guard chairs approximately six feet from ground level, rotating position every 20 - 30 minutes at a time for several times during an eight-hour day. Remains outside in 100+ degree temperatures (June through August) for one-hour shifts performing proper scanning and patron surveillance techniques. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to acquire supplies weighing up to 10 pounds and equipment weighing up to 40 pounds for programs, then separates, assembles, and distributes to pools. Enters and retrieves program information on a personal computer and operates an adding machine. Observes and monitors aquatics staff behavior as related to working with the public, giving instructions to youth, and working with coworkers to ensure compliance with the standards of job performance. Activates the facility's Emergency Action Plan and responds appropriately to emergencies. Responds to alarms related to chlorine leaks, fire, etc. and implements appropriate emergency action plan. Monitors program implementation and inspects the facility to determine compliance with safety standards.

**Mental:** Plans, organizes, and evaluates a variety of recreation activities. Plans, organizes, supervises, and evaluates the work of part-time recreation staff, temporary and contracted employees, instructors, officials, and volunteers. Analyzes financial and statistical data using general math skills to determine accuracy and to track expenditures. Supervises the purchase, use, care, and maintenance of recreation supplies and materials. Coordinates work and recreation activities with other City departments, other cities, and other agencies (example: non-profits, schools, special interest, and populations, etc.). Learns job-related material primarily through oral instruction and observation (on-the-job training) with some written material provided.

### **Knowledge and Abilities**

Knowledge of: (*common to all assignments*)

the philosophy and objectives of public recreation, and the skills, purpose, use, and benefit of various specialized programs;  
the techniques of planning, organization, motivation, and promotion of recreation activities including the rules and regulations, and scheduling;  
some major phase of recreation work such as sports and games, visual or performing arts, or specialized activities (*depending on assignment*);  
statistical and financial reporting procedures, payroll submission practices, and purchasing guidelines;  
first aid methods and necessary safety precautions used in recreation programming;  
knowledge of disabilities and adaptations/modifications of programs and equipment (*Adaptive Assignment*);  
knowledge of sports league rules and regulations (example: ASA, NIRSA, etc.) (*Athletics Assignment*);  
pool maintenance procedures, chemicals, water testing, and equipment (*Aquatics Assignment*);  
supervisory principles and practices; and  
the performance appraisal process.

Ability to:

meet and work tactfully with the public;  
effectively handle public inquiries or complaints with tact;  
effectively handle minor disciplinary problems;  
inspire confidence and enthusiasm;

mix readily with various age groups;  
maintain effective relationships with associates, participants, and the public; and  
stimulate and maintain interest in recreation activities.

***Aquatics Assignment:***

supervise the operation of a public swimming pool offering competitive swimming instruction and public swimming programs;  
work effectively with aquatics staff, reservation and registration staff and the general public;  
conduct classes in swimming and lifesaving;  
evaluate municipal aquatics programs, facility reservations and special events, and project future direction of such;  
conduct training, meetings, and instruction for program staff;  
provide proper training for aquatics staff as related to aquatic programs;  
delegate work assignments to subordinate staff when necessary;  
participate in taking inventory of aquatics equipment and supplies;  
prepare reports on related programs on a monthly and seasonal basis; and  
assist in evaluating staff, policies, procedures, facilities, equipment, programs, activities, and any other areas as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24

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|--------------|----------------------------|---------------|
| CS3933.DOCX  | (Full-Time)                | PAY GRADE: 47 |
| CS3867       | (Part-Time)                | PAY GRADE: 47 |
| CS3868       | (Seasonal, Non-Benefited)) | PAY GRADE: 47 |
| CS3927       | (Part-Time, Non-Benefited) | PAY GRADE: 47 |
| CS3936       | (Part-Time, Grant-Funded)  | PAY GRADE: 47 |
| EEO-Para     |                            | IND-9102      |
| JOB FCTN-PAR |                            | SWORN-No      |
| INCREMENTS   | 15-200                     |               |