

## RECREATION SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Recreation Specialist is responsible for independently developing and supervising specialized programs that serve target populations or interest group. 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, Adult Sports, Aquatics, Cashier, Fun'n'Fit, Recreation Centers, Special Events, Tennis Center, or Youth Sports.

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.

**Adult Sports Assignment:** Organizing and conducting adult sports programs; training sports officials in a variety of adult sports programs; scheduling umpire/officials based on league requirements; documenting and evaluating the work of the umpires/officials; training umpires/officials; maintaining team standings; distributing equipment and safety supplies; planning, organizing, implementing, and evaluating special events to recruit for teams and players; organizing and coordinating plaques and t-shirts design; purchasing the equipment needed by umpires/officials, such as: City of Mesa shirts, hats, and rulebooks (example: American Softball Association [ASA], National Intramural-Recreational Sports Association [NIRSA], etc.) and ordering; working in cooperation with a Recreation Coordinator to schedule and rent City sports facilities; and facility supervision for adult sports leagues (example: softball, kickball, indoor volleyball, and flag football).

**Recreation Center Assignment:** Organizing activities for indoor climbing wall, open gym, and after school programs; coordinating preschool children's kids club, special events, special interest classes, and facility rentals; training and scheduling of part-time employees; and working in cooperation with a Recreation Programmer or Coordinator to schedule and rent areas of the assigned recreation facility or plan special events in an assigned area.

**Reservation/Registration Assignment:** Responsible for coordinating and invoicing for sports field reservations; communicating and coordinating with other City departments, Mesa Public Schools, and community youth groups for field rentals; managing lighting software (remote field lighting) system; and communicating with City maintenance staff to coordinate field preparation. This assignment relies heavily on the use of the Active facility 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; 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.

**Youth Sports Assignment:** Organizing youth sports programs; training and scheduling sports officials in a variety of sports programs (example: flag football, basketball, etc.); recruiting and training volunteer coaches; working in cooperation with a Recreation Programmer/Coordinator to schedule and rent City sports facilities; and planning and promoting special events in cooperation with commercial vendors, churches, schools, and non-profit groups.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. 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 Requirement.** Must have or be able to obtain a valid Arizona Driver's License by hire date.

**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 in Recreation or a related field is preferred. Considerable (3 - 5 years) recreation experience, preferably related to the program area.

## 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, implement, and evaluate a variety of recreation activities related to specific programs. Instructs and trains subordinates in the policies, procedures, and methods used in implementing recreation activities. Prepares status and written reports, activity 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 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.

**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. 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.).

## 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;  
some major phase of recreation work such as sports and games, visual or performing arts, or specialized activities (*depending on assignment*);  
first aid methods and necessary safety precautions used in recreation programming;  
knowledge of disabilities and adaptations/modifications of programs and equipment (*Adaptive Recreation Assignment*);  
knowledge of sports league rules and regulations (example: ASA, NIRSA, etc.) (*Adult Sports Assignment*); 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.

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 2/19

KM/kc/ya

CS3933.DOCX	(Full-Time)	PAY GRADE: 41
CS3867	(Part-Time)	PAY GRADE: 41
CS3868	(Seasonal, Non-Benefited))	PAY GRADE: 41
CS3927	(Part-Time, Non-Benefited)	PAY GRADE: 41
CS3936	(Part-Time, Grant-Funded)	PAY GRADE: 41
EEO-Para		IND-9102
JOB FCTN-PAR		SWORN-No
INCREMENTS 47-200		