

**RECREATION SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To create and maintain a safe and enjoyable after-school program for high school students; and to perform a variety of tasks in support of the after-school program.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Oversee and participate in implementing various after-school activities including crafts, games and field trips; prepare activity calendar for assigned site.
2. Recruit teens to volunteer for various community projects and services; develop youth teams and elaborate with them to create ideas.
3. Maintain record of attendance, activities, comments and problems; enforce safety rules and guidelines; prepare written reports as needed.
4. Monitor activities within the facility; provide information to the public on program activities; maintain records on activities.
5. Respond to and resolve parent, school or community concerns and issues; direct to higher level staff, as necessary.

**Marginal Functions:**

1. Assist in the general cleaning and upkeep of facilities.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

General recreation principles and practices.  
Rules and regulations of age appropriate recreation activities.  
Principles and procedures of record keeping.  
Modern office procedures, methods and computer equipment.

**Ability to:**

Create and maintain a safe and enjoyable after-school program for high school students.

**CITY OF BELMONT**  
**Recreation Specialist (Continued)**

**Ability to:**

- Work independently in the absence of supervision.
- Present a positive role model and interact effectively with young adults.
- Elicit community and organizational support for youth programs.
- Respond to requests and inquiries from the general public.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.  
A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible experience in a youth recreation setting.

**Training:**

Equivalent to completion of the twelfth grade supplemented by college level course work in recreation, leisure studies, physical education or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor recreational facilities; extensive contact with teens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; walking, standing or sitting for prolonged periods of time.

Traveling from site to site.