

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

RECREATION SPECIALIST / SCHOOL AGE RECREATION

JOB PURPOSE

Under general supervision, to plan, organize and direct a varied indoor and outdoor recreation programs and to do related work as required.

EXAMPLES OF DUTIES

Essential Duties:

- Develop a recreation day camp program including activities such as crafts, nature, music, art, sports, drama, cooking, field trips and special events;
- Supervise recreation programs;
- Serve as an instructor of day camp activities;
- Recruit, train, schedule and supervise recreation leaders and volunteers;
- Communicate with parents concerning children's issues such as discipline, behavior, etc.
- Responsible for facility upkeep;
- Maintain program and facility safety standards;
- Keep appropriate records;
- Prepare reports on various aspects of the recreation programs;
- Attend staff meetings and in-service training;
- Liaison with State Licensing;
- Responsible for maintaining program sites compliance with State regulations;
- Supervise full-time Senior Rec Leader/Head Teacher position;
- Assist with department and citywide events;
- Assist, develop and be responsible for maintaining program budget;
- Prepare news releases, flyers, brochures, and other publicity for recreation programs and events;
- Organize and direct activities related to various programs;
- Meet and work with community groups to promote and explain programs;
- Assist with program registration.

Marginal Duties:

- Perform related duties as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Requires two years of experience supervising recreation activities; completion of sufficient education for successful job performance; and possession of a valid California motor vehicle operator's license. Must possess fifteen (15) units appropriate to elementary school age children or other qualifications as cited in Title 22, Division 12 regulations and 3 units administration.

Ability to: Provide needed leadership in planning and developing recreation activities; schedule programs and activities; prepare clear and concise reports; work harmoniously with staff, officials and the public.

Knowledge of: Principles and techniques of planning and directing a variety of recreation activities; day camp programs and recreation activities for preschool through young teens; a wide variety of community recreation programs.

CITY COUNCIL APPROVAL DATE: September 4, 2002