

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## SENIOR RECREATION SPECIALIST

### **JOB PURPOSE**

Under general direction, to plan, organize and direct a varied indoor and outdoor recreation programs and to do related work as required. Schedule, supervise and train school site staff. Plan and coordinate all field activities and performs related work as required.

### **EXAMPLES OF DUTIES**

Senior Recreation Specialist may perform any of the duties set forth in the class specification for Recreation Specialist. In addition they:

#### **Essential Duties:**

- Develop a school age recreation program including activities such as crafts, nature, music, art, sports, drama, cooking, field trips and special events;
- Supervise all school age recreation programs;
- Recruit, train, schedule and supervise recreation leaders' specialists and volunteers;
- Responsible for supervision of all school age program facilities upkeep;
- Maintain program and facility safety standards;
- Responsible for maintaining all school age program sites compliance with State regulations;
- Supervise full-time Recreation Specialist, Senior Rec Leader/Head Teacher position;
- Assist, develop and be responsible for maintaining program budget for school age programs.

#### **Marginal Duties:**

- Performs other related duties as required.

### **EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Requires three 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. Acquire knowledge quickly about City functions, policies and staff, ability to prioritize, remain calm under pressure; work independently with little supervision.

**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, knowledge of effective work management and scheduling techniques, general knowledge of the function of the department.

CITY COUNCIL APPROVAL DATE: April 5, 2000