

# **JOB DESCRIPTION**

## **RECREATION SPECIALIST**

### THE POSITION

Under direct supervision of the Recreation Supervisor or Recreation Coordinator, this position is to assist in the operation of the administrative and recreational duties as assigned, answer inquiries from the public, intake and process registrations for District classes and activities, enter seasonal class information into the District's recreation software program, issuance and monitoring of facility bookings, the direct liaison for charter schools including facilitation of each account, organization of sponsorships for Districtwide events as well as assisting in some events, maintain daily expenditures and/or deposits, and other related duties as assigned.

### EXAMPLE OF DUTIES

The essential functions of this position include, but are not limited to:

- Issuance of facility bookings for programs, activities and events, while following District policies and regulations.
- Monitor compliance of issued facility bookings.
- Organize registrations and accounts of Charter Schools.
- Maintain daily expenditures and/or deposits at designated District site.
- Communicate tactfully with customers and address public/customer questions and concerns.
- Assist in office duties, including research, data entry, report generating, filing and overall assistance with recreational events.
- Assist, as needed, with set-up/tear-down of facility uses for overall smooth operations of recreation facility.
- Perform other duties as assigned.

### EMPLOYMENT STANDARDS

Ability to administer the principals of time and resource management; organizes and prioritize workloads, work closely with Recreation staff, become knowledgeable of recreation programs and activities offered by the District, follow District policies and procedures, be proactive and work independently or as a team in a fast paced environment, a basic working knowledge of administrative office equipment and procedures, and proficiency in the use of a computer and applicable job-related software. Position requires the ability to organize work, prioritize and meet deadlines, exercise good judgment in interpreting instructions and executing responsibilities, adapt to change in assignments and interruptions, communicate effectively, and maintain professional, constructive and cooperative working relationships with the public and co-workers.

Education/Experience: Requires completion of two years of college coursework and at least one year of applicable experience in recreation, public administration or other related field. Bachelor's degree is desired. Requires proficiency in Microsoft Office programs such as: Word, Excel, PowerPoint, Publisher and Outlook, internet research and use of social media to respond to the public and have the ability to learn and use Recreation Programming software.

Licenses/Certifications: A valid California driver's license with good driving record is required. This position may also require to obtain and maintain additional certifications depending upon the service area they are assigned to, such as Adult CPR/AED and Infant/Child CPR and First Aid.

### PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; occasional pushing and pulling of materials, possible lifting/carrying of materials weighing up to 40 pounds; some bending, kneeling/squatting, reaching overhead/stretching; occasional to frequent climbing of stairs. This position will require the operation of general office equipment and District vehicle.