



RECREATION SPECIALIST

DEFINITION

Under direct supervision, assists in planning, delivering and promoting recreation programs, activities and special events. This is a part-time position with statutory benefits only; position may work up to 28 hours per week, 999 hours per fiscal year.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Answer inquiries from the public both in person and over the phone providing information about recreation programs and facilities.

Coordinate facility and park rentals; explain and enforce program and facility regulations, policies and procedures.

Coordinate scheduling of activities, programs and staff.

Coordinate assigned programs and staff such as Youth Sports, Monrovia Reads and Plays, Contract Classes and/or Special Events.

Enter data, prepare reports and process invoices.

Maintain accurate records.

Ensure participant safety.

Open, close, clean and maintain facilities; set up and take down equipment, tables, chairs and related items.

Assist in participant registration; collect and account for program fees.

Collect and file signed waiver forms.

Train and supervise subordinate staff.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Techniques used in dealing with the public and customer service.

Recreation and leisure services programming, operations and management.

Ability and Skill to:

Patiently work with citizens individually and in groups.

Respond to questions from the public and staff.

Engage citizens in recreation and special event activities.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.

QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

High School graduation and two (2) years experience in recreation and/or customer service.

LICENSE OR CERTIFICATE

Possession of a valid Class C California Driver's License and a good driving record and ability to obtain First Aid and CPR Certificates.

ESSENTIAL JOB FUNCTIONS/A.D.A.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to participate in educational, arts and crafts and playground activities.

Ability to sit for two hours at a time

Ability to lift up to 50 pounds



Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

