

RECREATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for planning and conducting group activities in one or more special areas as part of a recreation program in a community recreation organization, or implementing and conducting a variety of activities under one particular program. Special areas may include (but are not limited to) arts, crafts, music, exercise programs such as yoga or pilates, active skills such as rock climbing, ropes courses, sports, or hiking. Additionally, the incumbent may assist with planning and/or conducting other recreation activities and programs. May assist with coordination and direction of non-specialized recreation assistants. Work is performed under general supervision of higher level recreation staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes and conducts activities, classes, and/or programs in area of specialization, as assigned;
Provides instruction in area or areas of specialization such as sports, arts and crafts, dancing, singing, dramatics, etc.;
Supervises activities, ensures safe practices, and maintains order;
Provides encouragement and leadership for individuals and/or groups to participate in activities;
Maintains simple activity records and makes periodic reports, as required;
May assist in the implementation of other programs and events, as assigned;
May collect fees for events and activities;
May distribute equipment;
May assist with registration processes and data collection and maintenance;
May attend staff meetings to discuss the planning of activities or special problems/concerns;
May assist with training and coordinating subordinate recreation staff;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the purpose, organization and conduct of a wide range of recreation activities; some knowledge of recreation administration theory, principles and practices; ability to plan, organize and properly equip recreational activities; ability to coordinate and provide leadership to recreation assistants as well as recreational activities participants; ability to communicate ideas clearly and

--over--

RECREATION SPECIALIST (cont'd)

effectively to individuals and groups, both orally and in writing; ability to establish and maintain effective working relationships with a variety of people including children and teenagers; ; good judgment; dependability; tact; courtesy; initiative.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and six (6) months experience with providing recreational, youth, park service, cultural or educational enrichment activities; or
- b) Completion of two (2) years of high school and one (1) year of experience with providing recreational, youth, park service, cultural or educational enrichment activities; or
- c) An equivalent combination of education and experience as indicated in a) and b) above.

MINIMUM QUALIFICATIONS FOR PART TIME/SEASONAL APPOINTMENT:

Adequate education, experience and aptitude for leadership in recreational, youth, park service, cultural or educational enrichment activities, as determined by the Recreation Director or other Town authority.

SUBSTITUTION NOTE: Post-secondary education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) graduate credits per year of experience.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. For some areas of specialization, proper certifications may be required where applicable, as determined by the Recreation Director or other Town authority.
2. For some areas of specialization, specific experience in that field may be required, as determined by the Recreation Director or other Town authority.