

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### RECREATION SPECIALIST

Civil Service Status: Exempt  
Probationary Period: At-Will/Hourly  
Classification Series: Parks and Recreation  
FLSA Status: Non-Exempt/Seasonal

Bargaining Unit: Non-Represented Employees  
Approved by City Council: December 2, 2013  
Resolution No.: 2013-55

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under direction this position will assist recreation supervisory and management staff with administrative and supervisory duties; plans, promotes, coordinates and facilitates a variety of recreation, leisure, and social service programs in any one or a combination of assigned areas which include, but may not be limited to: Youth Programs, Adult Programs, Cultural Arts, Senior Citizens, Contract Classes and Special Events. This position may be required to work non-traditional hours including morning, late afternoons, evenings, weekends and holidays; and perform other related work as required.

#### **EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Plans and conducts comprehensive recreation programs for the community which may include sports leagues, cultural arts activities, senior citizens programming and community-wide special events;
- Coordinates, promotes, implements and evaluates recreation activities as assigned;
- Organizes and schedules leisure time activities such as cultural arts, after school playgrounds, and special sports programs or events;
- Ensures safe and orderly environment for program staff and patrons during program operation;
- Respond to parents and general public with concerns about programs and services;
- Prepares or coordinates the development of event publicity, including news releases, flyers, pamphlets and brochures;
- Schedules working hours for part-time recreation staff;
- Oversees the performance of assigned staff and volunteers;
- Participates in the development of the annual budget for a recreation activity or group of activities;
- Maintains records and develops analytical reports concerning new or ongoing programs and program effectiveness;
- Maintains inventory of supplies and necessary equipment;
- Distributes equipment and supplies to staff;
- Interprets, explains and enforces departmental policies governing public safety and quality service;
- Displays strong and professional customer service skills;
- Monitors parks and recreation facilities to ensure rules and regulations are followed and customers questions are answered;

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- Perform activity set-ups and take down involving decorating and moving tables, chairs and equipment;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

#### **MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

##### **Knowledge of:**

- Procedures and methods related to the delivery of recreation, leisure and social service programs for a variety of ages;
- Effective development, implementation and evaluation of programs and services;
- Available community resources;
- Basic principles and practices of program administration, including basic supervision, evaluation and training of assigned staff and volunteer assistance;
- Basic customer service principles;
- Correct English usage, grammar, spelling, punctuations and vocabulary;
- Interpersonal skills using tact, patience, and courtesy.

##### **Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application.

##### **Ability to:**

- Communicate clearly and effectively, orally and in writing;
- Develop, coordinate, and direct various activities involved in a community recreation program, supervise and monitor games and team activities;
- Establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public;
- Provide good customer service to the public using the Department of Parks and Recreation services;
- Lift and move tables, chairs and other equipment;
- Stand or sit for long periods of time;
- Bend stoop, kneel, twist or turn body as needed to perform certain duties of the job;
- Work days, nights, weekends and/or holidays as needed;
- Handle confidential information with discretion;
- Practice and implement effective conflict resolution techniques;

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- Make recommendations and exercise independent judgment within the parameters expected of the position;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification;

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Applicants must possess an A.A. Degree or currently be enrolled in an accredited college or university and completed at least 12 units of college level course work in the field of Social Services, Leisure Services or a related field.

**Experience:**

Two (2) full-time years of responsible experience in the programming and delivering of recreation and leisure services for any one or a combination of adult and youth program is qualifying.

**License or Certificate:**

A valid California Class C Driver's License and a satisfactory driving record, may be required depending upon assignment, possession of or ability to obtain.

**Desirable Qualifications:**

Ability to Speak Spanish

**Physical Requirements:**

Must meet approved physical and pre-placement medical standards for the position.