

Recreation Specialist



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

Performs ~~associate-level~~associate-level work in the Parks and Recreation Department. Responsible for oversight and daily operations of City facilities. Assists in maintaining and coordinating facility schedules. Work is performed under limited supervision. Position relies on experience and exercising independent judgment to determine the best approach by using policies and procedures.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Assists in the daily operations of activities and programs at Department facilities.
- Assists in the preparation of facilities for general, program, and rental use.
- Performs general unskilled maintenance and light upkeep of facilities.
- Collects fees for programs and events.
- Conducts registration for recreation programs and enters participant data for applicable Department use.
- Performs customer service functions and provides information and assistance related to recreation programs and facilities.
- Responds to routine questions, complaints, or requests for service.
- Communicates with supervisor relative to facility/program needs.
- Assists with Department Special Events.
- Ensures and enforces facility policies, regulations, and safety rules of the Parks and Recreation Department.
- Assists the divisions within the Parks and Recreation Department for programming of operations.
- Assist in emergency management preparations and operations.
- Work a varied schedule to include, nights, weekends, and holidays.
- Represent the Department or City at related events.
- Works in conjunction with Department ~~Managers~~administrators, when directed.
- Maintains accurate records of work performed.
- Performs other duties as directed.

QUALIFICATIONS

Education and Experience:

High School Diploma or ~~G.E.D.~~equivalent. A minimum of ~~supplemented preferably by~~ two (2) ~~or more~~ years' Parks and Recreation experience; an equivalent combination of education, certification, training or experience may be considered.

Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.~~Must have a valid state of Florida driver license.~~

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge ~~in of~~ Microsoft Office Products (Word, Outlook, Excel, etc.).
- Knowledge in Recreation Computer Software.
- Skill in providing excellent customer service.
- Ability to work indoors and outdoors for extended periods ~~of time~~, especially during Special Events.
- Ability to multi-task while working with tight deadlines and shifting priorities.
- Ability to organize work for timely completion.
- Ability to react efficiently and effectively in emergency situations.
- Ability to work with limited supervision.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.

PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve ~~some~~ lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light to moderate weight ~~(10–50 pounds)~~.

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WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.

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