

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Recreation Specialist	Job Family: IV
General Classification: Front-Line	Job Grade: 7

Definition: To assist in the planning, organizing, implementing and marketing of a community service and/or recreation program and to provide technical staff assistance.

Distinguishing Characteristics: The Recreation Specialist position may exercise skill and experience in a particular area of recreation programming and may be assigned to: aquatics, preschool, etc. Based on the assignment, additional training, certifications and/or licenses may be required. This position receives general supervision from a Recreation Supervisor or Recreation Division professional staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the planning, organizing, implementing and evaluating of a community service and/or recreation program.
2. Interact with participants, parents and community members while supervising recreation facilities.
3. Oversee the use of facilities ensuring participants conform to the established policies and procedures.
4. Prepare community service and recreation publicity related to assigned programs and disseminate approved publicity.
5. Prepare reports, maintain files and records related to the program.
6. Make contractual recommendations to supervisors.
7. Order program supplies and materials.
8. Respond to requests for information and program complaints.
9. Provide first aid for minor injuries to participants and the public.
10. Assist in the training, supervision and evaluation of assigned contract or hourly staff.
11. Perform related tasks/duties as required.

Position Title: Recreation Specialist

Page 2

Aquatics (in addition to the duties listed above):

1. Perform year-round lifeguard responsibilities.
2. Monitor pool mechanical systems and equipment.
3. Record and correct water balances due for pools.
4. Perform pool and locker maintenance duties as needed.
5. Perform other duties as assigned.

Preschool (in addition to the duties listed above):

1. Create daily lesson plans for preschool classes and camps.
2. Perform classroom maintenance duties as needed.
3. Record and file the completion of mandated activities, such as fire drills.
4. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Methods, techniques and procedures in the planning and delivery of recreation programs; common recreational and social needs of various age groups; establish and maintain effective working relationships with those contacted in the course of work; analyze, interpret and explain program policies and procedures.

Ability to: Assist in the development and coordination of a recreation program suited to the needs of a diverse community; follow oral and written instructions; communicate effectively, both orally and in writing; perform manual work; maintain assigned areas and equipment; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides the required knowledge and abilities.

Recommended:

For positions assigned to the preschool program: Completion of a minimum of 12 units in early childhood education and one year of experience as a preschool teacher. AA or bachelor's degree in educational, recreational or a related field is highly desirable.

Position Title: Recreation Specialist

Page 3

For positions assigned to the aquatics program: Experience and training equivalent to the completion of the 12th grade and additional college course work in a related area is highly desirable. Must have the ability to maintain and monitor pool systems, equipment, pool chemicals, levels and records as dictated by the State and local codes/regulations.

Working Conditions: Based on assignment, preemployment and periodic physical examinations may be required. Exposure to a variety of weather conditions and elements may apply. Must be able to move objects between 20 and 50 pounds for short distances.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

For aquatics positions, possession of current State-required American Red Cross First Aid, lifeguard training, lifeguard instructor and CPR/AED for the Professional Rescuer certifications is required.

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CLASS SPECS

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