

Department: In all Civil Divisions  
Classification: Non-Competitive (Seasonal)  
Grade: \_\_\_\_\_

SPEC DISK E1  
DOCUMENT 11  
FLSA Non-Exempt

## **RECREATION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the instruction or conduct of some special area of activity (e.g., arts and crafts, music, drama, dance, sports, etc.). Considerable latitude is permitted as to method. The work may involve the actual conduct of the activity or the organization and initiation of activity groups and the instruction of recreation leaders. An employee in this class teaches and develops various skills in specific activities. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans and conducts programs in arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, or some other special activity or skill; Officiates at sports events such as volleyball, basketball and softball; Produces and directs plays, pageants, or operettas; Organizes and conducts rehearsals; Teaches the playing of musical instruments; Organizes and instructs hobby clubs; Conducts dog training and obedience classes; Assists in planning special events; Requisitions and controls distribution of supplies and equipment; Keeps records and makes reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of specialty skills; good knowledge of the methods of group organization and instruction used in the specialty activity; ability to develop a good working relationship with groups and individuals; ability to stimulate and maintain the interest of the program participants; willingness to work evenings and weekends; tact; courtesy; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Completion of a formal course of instruction in the specialty field and one season of experience in the conduct of the activity.

*NOTE: Hobbyist experience may be substituted for a formal course of instruction using two years of hobby experience as being equivalent to one year formal instruction.*

*If assigned swimming instruction duties, Water Safety Instruction (WSI) certification is required.*