

## RECREATION SPECIALIST – PARKS & RECREATION

### MAJOR FUNCTION

This is a supervisory position responsible for the program development and implementation of outdoor nature based and recreational programming and events for the Recreation Division.

### ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Assists with the planning of outdoor nature based/recreation programs and special events for the Marion County Parks and Recreation Department, to include the coordination of program/event logistics.
- Conducts and/or supervises recreational programs/events that may include, but are not limited to, such activities as sports, crafts, and outdoor/nature based activities. This is to include the development of program lesson plans and follow-up evaluations.
- Assists in the development of program/activity/event procedures/policies as well as the enforcement of such procedures/policies.
- Develops and performs activities to market and promote youth/adult programs to include development of flyers, brochures and public relation materials.
- Provides program and registration information, as well as department related information as needed.
- Coordinates with community groups for events and activities, as needed.
- Assists in the implementation of a “VIP” (Volunteer in Parks) Program, and works with the community volunteers as it relates to recreation programs/events.
- Performs clerical duties related to youth/adult activities and general operations.
- Researches products/services and procures materials for programs/events.
- Assesses program equipment needs as requested. Maintains accurate inventory of equipment and supplies on a quarterly basis.
- Assists in park operations as needed.
- Provides customer service support in County parks.
- Provides logistical support for park holiday operations and special events.

## **RECREATION SPECIALIST – PARKS & RECREATION**

- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- May be required to maintain logbooks and non-technical reports.
- May receive customer complaints and refer to appropriate person for resolution.
- Immediately reports any dangerous or unsafe condition.
- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

This position has supervisory responsibilities with seasonal and contractual staff.

### **EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS**

#### **Education and Experience**

Bachelor's degree in Parks, Recreation, Outdoor Education or related field preferred, with a minimum of one year of related/supervisory experience or training in outdoor education/recreation.

#### **Licenses**

Valid Florida Driver's license.

#### **Certificates**

Valid First Aid/CPR certification required within six months of hire.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

## RECREATION SPECIALIST – PARKS & RECREATION

- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to effectively present information to public groups, and/or boards.

### **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.

### **Specialized Skills and Abilities**

- Ability to apply all policies and procedures to the implementation of a youth or adult recreation program including formulation of events, procedures and methods.
- Ability to provide the Advisory Board and Staff Liaison with a detailed monthly report outlining what events and programs went on for the month.
- Ability to work directly with customers, other department staff, and the Advisory Board, as an entity and different age groups and ethnic backgrounds on an almost daily basis.
- Ability to work with outside vendors and suppliers that may play an important role in the youth activities that are held or proposed for the community.
- Ability to remain calm in stressful situations.

**RECREATION SPECIALIST – PARKS & RECREATION**

- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, laminating machine, and other general office equipment, as well as drive a vehicle, in the completion tasks.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk hear, smell, and regularly lift up to fifty pounds and occasionally one hundred pounds or more. Special vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust an object into sharp focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions. Work is performed on a flexible rotating work week which may include evenings, weekends, and holidays. The typical noise level for this environment is moderate to loud.

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