



Recreation Specialist – Part Time

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| Department/Division: | Parks and Recreation |
| Reports To: | Recreation Services Manager |
| Provides Direction To: | hourly and voluntary staff |

DISTINGUISHING CHARACTERISTICS

Under direction of the Recreation Coordinator, this position will assist with planning, coordinating, promoting and implementing activities and services for older adults and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assisting with planning, organizing, promotion and supervision of daily operation and programs at the San Dimas Senior Citizen/Community Center.
2. Maintaining accurate records.
3. Communicate effectively, orally and in writing with the general public, service partner representatives and other City departments.
4. Completion of reports.
5. Limited supervision of part-time personnel and volunteers.
6. Monitoring maintenance of facility.
7. Preparing and planning for daily activities and special events.
8. Other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles and practices of recreation programming with an emphasis on older adults; enthusiasm, creativity and the desire to want to make a difference; basic to intermediate software skills, including Microsoft Word, Outlook, Excel, Publisher and the Active registration system; evaluate programs and make recommendations for modifications as needed; establish and maintain effective working relationships with program participants, staff, service partners and volunteers; the individual and community benefits of recreation; safe work practices.

Ability to:

Work in a collaborative team-oriented environment; handle multiple assignments as needed; work evenings and weekends as needed; work effectively with volunteers, other employees and outside groups; perform moderate physical activity as related to event operations. Use a computer to process documents, program publicity, record keeping and program registration.

Education/Training/Experience:

Education equivalent to completion of two years of college course work in the field of recreation, or related field is preferred. Two years' experience working with older adults, in community recreation or comparable setting.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license in order to travel to different program sites and the ability to maintain insurability under the City's Vehicle Insurance Policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand sit, walk; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee frequently walks and stands and occasionally lifts and carries records and documents that weigh 20 pounds or less.

Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in both field and office settings where the noise levels are quiet to moderately loud, although normally under 85 decibels.