



## City of Irving Job Description

### Recreation Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	P562 (FT) / P565 (PT)	<b>Reports To (Job Title):</b>	Recreation Center Supervisor or Community Programs Supervisor

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#### PURPOSE

To coordinate and organize recreation programs and activities at an assigned recreation center and instruct preschool, youth, adult, and senior recreation classes and activities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Promote and coordinate recreation center activities within the Recreation Division.
- Instruct a variety of classes for preschool, youth and adults including arts, crafts, sports, special interest, health and fitness, outdoor activities and socialization classes.
- Monitor program compliance with laws, rules and regulations related to provision of recreation and related services.
- Operate and maintain assigned recreation center facility.
- Encourage public participation in programs and activities.
- Secure the safety of assigned center and center patrons, including opening and closing facility and overseeing the care and use of center by patrons.
- Organize, schedule, and supervise sports programs, teams, leagues, art classes, workshops, exhibits and all activities for the center.
- Maintain records of activities and patron participation.
- Collect fees from patrons.
- Reconcile, prepare and verify daily cash reports and various recreation center operational reports.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Answer questions and provide information to the public about recreation center programs & activities.
- Coordinate with school officials and community groups regarding program offerings and use of services and facilities.
- Assist in the maintenance and repair of assigned center equipment and facility, performs minor maintenance and repair tasks as necessary and clean and maintain the facility for patron use.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 3-5 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Administers special event and programs budgets of up to \$15,000.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Recreation or a closely related field.

### **EXPERIENCE**

- At least one (1) year of recreation center experience required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- CPR certification.
- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Recreation Equipment: Operation and use of equipment used in various games, sports, and other recreational activities.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

### **SKILLS AND ABILITIES IN**

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Basic Math: Adding, subtracting, multiplying, or divide quickly.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Social Perceptiveness: Recognizing the reactions of others and understanding them.

- Teaching: Conveying new concepts and confirming comprehension by listener.
- Originality: Developing unusual or clever ideas about a given topic or situation, or develop creative ways to solve a problem.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

This position monitors children attending summer and after school programs, and interacts with parents, patrons and customers interested in renting the facility.

## **EQUIPMENT AND PROPERTY**

Computer, copier, fax, laminating machine, sound system, PA system and moveable dividers. This position operates City vehicles, including 15 passenger van.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen and see. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, sit, and/or stand. S/he occasionally is required to balance, climb, kneel, lift up to 25 pounds, push, pull, reach, and/or run.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to outside weather conditions. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.