



CLASS SPECIFICATION

Class Code: 60004011
Date Established: 07/1990
Last Reviewed: 03/2025
Last Revised: 03/2025
Last Title Change: 06/2007
FLSA: non-exempt
Probation: 6 months

RECREATION SPECIALIST

DEFINITION

Under supervision, provides support and oversight to a wide variety of recreational programs and assigned staff including aquatics programs, special population programs, recreation programs, special events, and interpretive services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience working in the field of recreation AND an associate's degree from an accredited college or university in recreation, physical education, or a closely related field; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Monitor and evaluate program operations; make on-site assessments to review activities, observe staff interaction with participants, monitor instructor presentation methods and practices, and ensure compliance with policies and procedures.

Purchase and maintain adequate levels of supplies and diverse items for program activities; determine appropriate level of inventory consistent with number of participants and budgetary constraints; conduct regular inventory at program sites; purchase and deliver supplies as needed.

Communicate with program staff and participants to explain programs, policies, respond to inquiries, and address and investigate concerns; resolve problems if possible or refer to appropriate staff.

Develop and implement recreational programs; research and recommend new activities for incorporation into the various assigned recreation programs; schedule special events, speakers, and activities.

Provides lead direction over seasonal and temporary staff; participate in interview process and make hiring recommendations; schedule staff to ensure proper staffing levels; provide training in work methods, oversee staff performance of duties, provide input for performance evaluations; and give input regarding disciplinary issues.

Maintain records related to recreation program budgets in accordance with established guidelines; calculate and code expenditures and revenues.

Collect money, write receipts, may balance money collected and forward for deposit.

Implement new activities and provide staff training; give demonstrations to participants to stimulate interest and promote a diversified program.

May direct or teach a specialized recreational activity as needed.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department and countywide policies, practices, and procedures.

Washoe County Regional Parks and Open Space programs, operations, and administrative procedures.

Goals, objectives, functions, protocol, staffing, and activity guidelines for the respective assigned recreation program.

Ability to:

Provide lead direction to assigned staff; assign and review work; and provide training.

Provide support to an assigned recreation program to accomplish established goals and objectives and optimize efficiency.

Assist with implementing work methods and procedures which promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Basic recreation program planning and support.

Recreation programs and activities, including appropriate facilities, equipment, and supplies required for program services.

Teaching techniques.

Basic math, including addition, subtraction, multiplication, and division.

Ability to:

Interpret and apply established program policies and protocols.

Develop recreation activities geared to appropriate age groups.

Develop and prepare reports.

Communicate effectively, both orally and in writing.

Interact effectively and without bias to individuals from different sociological and economic backgrounds.

Establish, foster and maintain effective and cooperative working relationships with all those contacted through the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Some positions may require sustained physical activity. Ability to use office equipment, including computers, telephone, calculators, and copiers. Ability to lift and carry objects weighing up to 25 lbs. Ability to work outdoors in varying weather and temperature conditions.

Ability to work weekends and split shifts.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.