

RECREATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting with the planning, implementation, operations, and execution of a wide variety of events and other recreational activities. The position may involve the actual conduct of the activity, or it may involve the organization and initiation of recreation events and groups. The incumbent may instruct specific activities. The work is performed under the direct supervision of Recreation and Youth Services Coordinator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts programs in various areas;
Sets up and breaks down equipment for various events and activities;
Assists in planning, implementing, and scheduling of a wide variety of events;
Assists in the program content development for events, solicit sponsors, create, and coordinate the drafting/distribution of promotional materials;
Assists in managing pre- and on-site registration for all events and programs;
Assists in monitoring the special events content on the website and social media sites to ensure they are updated;
Instructs outdoor education courses;
Performs a variety of administrative support work such as word processing, creating spreadsheets, filing, and data entry with reasonable speed and accuracy;
Maintains office inventories.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of various social media platforms and their practices;
Good knowledge of organizational skills;
Ability to multi-task;
Ability to prioritize work in a changing environment and still meet deadlines;
Ability to communicate effectively, both orally and in writing;
Ability to work independently as well as a member of a team;
Ability to use a variety of computer programs;
Interpersonal and follow-up skills;
Creativity.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.