

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Recreation Specialist  
Department: Parks and Recreation  
Division: Recreation  
Date: October 7, 2019

Job Code Number:  
Grade Number: 12  
FLSA Status: Non Exempt  
Location: CenterPlace Regional Event Center

### **GENERAL PURPOSE**

Assists in the planning, organizing and coordinating of a community recreation program for children, adults and/or older adults. Works with the Spokane Valley Senior Association to plan and coordinate the use of the Senior Center space for leisure programming to include cultural arts, physical activities, special interest classes and programs.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Recreation Coordinator.

### **SUPERVISION EXERCISED**

None generally. May supervise part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as required as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists in the planning, organization and implementation of a wide spectrum of programs, seasonal community special events, and recreational activities for children, adults and/or older adults.

Organizes and supervises classes, workshops and activities for older adults engaged in recreation programs and co-sponsored programs.

Assists in the planning, implementation Develops, implements, and promotes health education, outdoor recreation programs, day camps, classes, event, and services.

Responds to public inquiries about older adult programs made by telephone, correspondence, or during public meetings.

Opens and closes the Senior Center. Sets up tables and chairs for classes and programs. Schedules the activities at the Senior Center.

In absence of maintenance support, may be required to perform needed custodial and maintenance work, including sweeping and cleaning; stocks bathrooms and other areas with supplies; loads and unloads dishwasher when necessary; wipes down kitchen and mops floors as needed; performs other custodial or maintenance work as required.

Performs administrative office duties including reception and data processing; sets up and/or operates equipment for classes or programs. Provides security for the senior center and grounds.

Assists Recreation Coordinator staff in the development and implementation of community recreation programs.

Prepares a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding senior programs and services.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the Senior Center.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, and the general public.

Provides information and referral services for a variety of social services available to senior adults in the community.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, registering citizens and children for programs, collects fees, etc.

Coordinates the planning, organizing and implementation of a senior adult activities.

Promotes interest and provides information regarding senior adult programs to community leaders, recreation officials, community service groups, other departments, and the general public.

#### **PERIPHERAL DUTIES**

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the recruitment and selection of part-time and seasonal staff.

Serves as a member of various employee committees, as assigned.

#### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

(A) Graduation from a four-year college or university with a degree in recreation, gerontology, leisure studies, or a closely related field; and

(B) Two years of relevant experience in coordinating recreation programs or related experience including working with older adults; or

(C) An equivalent combination of education and experience may be considered.

**Necessary Knowledge, Skills and Abilities:**

(A) Possess current knowledge of issues, trends and interests for the area and age group of assignment, which include older adult programs; day camps; adult and youth special classes and special events.

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR; and

(C) Ability to coordinate varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

**SPECIAL REQUIREMENTS**

Valid State Driver's License or ability to obtain one. First Aid and CPR certification.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile or pickup truck.

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects,

tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

This position may have schedule changes that include early morning

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Human Resources Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: October 7, 2019

Revision History: October 7, 2019