

Class Code: G06
City of Anaheim
Class Specification

Classification
RECREATION SERVICES SPECIALIST

Definition: Under moderate supervision, plans, organizes and supervises a variety of recreation programs and services within a specific program section including playgrounds, day camps, sports, aquatics, arts and special activities for the City of Anaheim; and to perform a variety of technical duties relative to assigned area of responsibility.

Typical Duties:

Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for recreation programs and services.

Plans, prioritizes, assigns, supervises and reviews the work of staff involved in recreation programs including playgrounds, arts and special activities, sport leagues and facilities.

Evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities.

Participates in program budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for assigned recreation programs; monitors and controls expenditures.

Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

Answers questions and provide information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

Serves on a variety of City Boards, Committees and Commissions.

Coordinates and supervises playground, special excursion and revenue based programs including day camp, extended daycare and resident mountain camp.

Coordinates and supervises contracted services and activities including holiday programs; coordinates park building and picnic facilities rentals.

Coordinates and schedules sport leagues including soccer and softball; procures sponsors for the soccer and softball programs; plans and schedules the sport card identification program.

Coordinates and supervises the aquatic and tennis programs; coordinates the City Corporate Challenge team.

Coordinates festival, tour and theater activities including registration, staffing and publicity; selects and prepares contracts for performers and entertainers; coordinates theater rentals.

Prepares publicity material including news releases, flyers, pamphlets, and brochures; performs public relations work within the community and with community groups pertaining to specific recreation programs and special activities .

Maintains recreation activity and progress records; conducts research and prepares reports; may attend staff conferences and meetings.

Provides information and referrals to program participants, school officials and community groups regarding program offerings and coordination of services.

Plans, implements and schedules special events and activities relating to the program to which assigned.

Orders and maintains supplies and equipment.
Participates in selecting and training volunteers as required.

Performs other job-related duties as assigned.

Note:

Requires a valid California Driver's License and TB clearance.

Minimum Requirements:

Experience: Equivalent to some experience in planning, organizing and administering recreational activities or programs.

Knowledge of: Principles and practices of recreation program administration; methods and techniques used in marketing and promotion; modern office procedures, methods and computer equipment; procedures and techniques of budgeting; business letter writing and basic report preparation; principles of supervision, training and performance evaluation; principles and procedures of record keeping.

Skill in: Planning and organizing recreational programs and activities; working with community groups; preparing and administering a budget; supervising, training and evaluating assigned staff; recruiting and training volunteers; communicating clearly and concisely, both orally and in writing; establishing and maintaining cooperative working relationships with those contacted in the course of work.

Supervision Received:

Works under technical supervision of a Recreation Services Manager who gives general directions and periodically reviews work in progress and completed work.

Supervision Exercised:

Makes assignments, trains and supervises subordinate part-time personnel. Also participates in recruitment, selection, and evaluation of subordinate staff.

Career Ladder Information:

Experience in this class may serve to meet minimum requirements for promotion to Recreation Services Manager or related class.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.