

## **Recreation Specialist**

### **SUMMARY/PURPOSE**

To organize, plan, promote, and facilitate recreation activities, programs, camps, and special events for youth through adults in parks and facilities throughout the community, supporting the Parks & Recreation Division's mission of promoting health and well-being of the Duluth community through recreational opportunities.

### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### **SUPERVISION GIVEN**

Does not supervise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, organize, promote, implement, instruct, and supervise regular and seasonal recreational activities for youth through adults.
2. Liaison with interested individuals, clubs, groups, committees, organizations, boards, and special interest groups to identify their recreational program interests and needs.
3. Evaluate programs and activities; conduct research to identify and recommend program changes that reflect community needs; review existing programs and services; submit findings, recommendations, periodic reports, and program summaries to supervisor.
4. Schedule and monitor the use of facilities, equipment, and supplies.
5. Obtain and maintain supplies for programs and activities; maintain accurate records regarding inventory replacement/repair and purchase of equipment and supplies; provide staff with necessary information and supplies to conduct recreation programs.
6. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules.
7. Develop, prepare, and assist in the preparation and dissemination of brochures, announcements, bulletins, flyers, calendars, and other promotional materials.
8. Submit program budgets and purchasing requests to supervisor; monitor expenditures to ensure authorized budget appropriations are not exceeded; collect fees for programs, events, and facility and equipment use.
9. Direct others and participate in the maintenance of facilities and grounds of ballfields, ice rinks, courts, trails, and other sport and play areas, including raking and collecting leaves, branches, paper, and rubbish; plowing, shoveling, and removing snow from sidewalks, skating rinks, and other areas; and mowing lawns, trimming shrubbery, and controlling weeds.
10. Direct others and participate in the maintenance of building interiors, including cleaning, scrubbing, mopping, dusting, sweeping, and waxing; perform minor repairs of buildings, fixtures, and equipment; conduct regular safety inspections of buildings, equipment, and grounds.
11. Provide emergency first aid within scope of applicable training/credentials and policies.
12. Respond in a timely fashion to citizen inquiries, requests, and complaints regarding facilities, equipment, and programming.
13. Prepare specifications for contractors, review proposals, present reports, summary submissions, and participate in the selection of contractors.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Other duties may be assigned.

## JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A minimum of four (4) years of related education and/or of full-time, verifiable professional recreation experience to include leading a variety of recreational activities as a primary responsibility.
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - B. Ability to obtain and maintain a First Aid/CPR certification prior to the completion of the probationary period.
3. Knowledge Requirements
  - A. Knowledge of recreational programming and current trends and the basic fundamentals of common recreational sports and activities.
  - B. Knowledge of the methods, materials, tools, and procedures used in the safe operation, maintenance, and repair of buildings, grounds, fixtures, and equipment.
  - C. Knowledge of problem-solving and conflict-resolution techniques.
  - D. Knowledge of applicable safety requirements, specifically as they relate to proper conduct around moving machinery, using equipment, emergency situations, and rules and regulations for defensive driving.
  - E. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
  - A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - B. Skill in managing one's own time.
  - C. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
  - A. Ability to plan, organize, motivate, lead, and promote a variety of recreational activities year round for different age groups with diverse interests and varying skill levels.
  - B. Ability to handle requests, inquiries, and complaints in a cooperative and constructive manner.
  - C. Ability to conduct a variety of indoor and outdoor recreational activities and maintenance tasks year round.
  - D. Ability to work irregular hours, including evening, weekends, and holidays to oversee programs and events.
  - E. Ability to transport program equipment via vehicles and trailers.
  - F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - G. Ability to communicate and interact effectively with members of the public.
  - H. Ability to communicate effectively both orally and in writing.
  - I. Ability to understand and follow instructions.
  - J. Ability to problem-solve a variety of situations.
  - K. Ability to set priorities and complete assignments on time.
  - L. Ability to attend work as scheduled and/or required.

## Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar

activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: HD	Union: Basic	EEOC: Paraprofessionals	CSB: 11/02/2021	Class No: 4434
WC: 9102	Pay: 27	EEOF: Natural Resources	CC:	Resolution:

## **RECREATION Recreation Specialist SPECIALIST**

### **SUMMARY/PURPOSE**

~~To provide the opportunity for people of all ages to relax, exercise, socialize and share common interests through organized recreational activities.~~ Organize, plan, promote, and facilitate recreation activities, programs, camps, and special events for youth through adults in ~~our~~ parks and facilities throughout the community, ~~supporting to support the our Parks & Recreation Division's mission of promoting health and well-being of the Duluth our community throughby facilitating~~ recreational opportunities.

### **SUPERVISION RECEIVED**

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

### **SUPERVISION GIVEN**

Does not supervise.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

~~1. Arrange meetings with interested individuals, groups, committees, and boards to identify their recreational interests and needs.~~

~~2.1. Plan, organize, promote, implement, instruct, and supervise regular and seasonal recreational activities for youth through adults.~~

~~3. Motivate individuals and groups to become involved in the recreation program by participating in and leading specific activities and events.~~

~~4. ArrangeServe as a liaisonLiaison with and conduct meetings with interested individuals, clubs, groups, committees, organizations, and boards, and special interest groups to identify their recreational program interests and needs.~~

~~2.~~

~~4. Ensure that preparations for scheduled activities and events have been carried out.~~

~~5. Provide instruction to others by explaining and demonstrating the proper use of supplies and equipment.~~

~~6. Provide instruction to others by explaining and demonstrating the proper techniques, procedures, and rules used in specific activities, games, and sports.~~

~~7. Ensure participant compliance with applicable rules and regulations.~~

~~8.3. Evaluate programs and activities; conduct research to identify and recommend program changes that reflect community needs; review existing programs and services; submit findings, recommendations, periodic reports, and program summaries to supervisor.~~

~~the overall need, cost, quality, and effectiveness of activities and programs, and recommend improvements and changes. Conducts research to identify and recommend program changes that reflect community needs; reviews and evaluates programs and services; submits end-of-season reports and program summaries to the Assistant Parks and Recreation Manager.~~

~~9. Schedule and monitor the use of facilities, equipment, and supplies.~~

~~10.4.~~

~~11. Requisition, secure and inventory necessary materials, supplies, and equipment. Obtain and maintain supplies for programs and activities; maintain accurate records regarding inventory replacement/repair and purchase of equipment and supplies; provide staff with necessary information and supplies to conduct recreation programs.~~

~~12.5.~~

~~13. Recruit volunteers to assist with recreational events and activities.~~

~~14. Delegate and supervise the work of assigned personnel.~~

- ~~15.6. In collaboration with the supervisor, organize and direct the work activities of assigned team, and determine work priorities, assignments, and work schedules. Train assigned personnel in safe and proper work techniques.~~
- ~~16.7. Develop, prepare, and assist in the preparation and dissemination of brochures. Prepare~~ announcements, bulletins, flyers, calendars, and other promotional materials.
- ~~17. Complete and maintain required statistics and records.~~
- ~~18.8. Provide input on recreation center expenses for the division budget. Submit program budgets and purchasing requests to the Assistant Parks and Recreation Managers supervisor; monitor expenditures to ensure authorized budget appropriations are not exceeded; collect fees for~~ programs, events, and facility and equipment use.
- ~~19.9. Direct others and participate in the maintenance of facilities and grounds of ballfields, ice rinks, courts, trails, and other sport and play areas, including raking and collecting leaves, branches, paper, and rubbish; plowing, shoveling, and removing snow from sidewalks, skating rinks, and other areas; and mowing lawns, trimming shrubbery, and controlling weeds.~~
- ~~20. Direct others, participate in the preparation and maintenance of ball fields, ice rinks, courts, trails, and other sports, and play areas.~~
- ~~21.10. Direct others and participate in the maintenance of building interiors, including cleaning, scrubbing, mopping, dusting, sweeping, and waxing; perform minor repairs of buildings, fixtures, and equipment; conduct regular safety inspections of buildings, equipment, and grounds.~~
- ~~22. Provide assistance and serve as liaison to local clubs, boards, committees, organizations, and other special interest groups regarding recreational programming.~~
- ~~11. Provide first aid treatment in emergencies emergency first aid within scope of applicable training/credentials and policies.~~
- ~~23. Serve as an active member of the Recreation Division of the Department of Parks & Recreation.~~
- ~~12. Respond in a timely fashion to citizen inquiries, requests, and complaints regarding facilities, equipment, and programming.~~
- ~~24. Prepare specifications for contractors, review proposals, present reports, summary submissions, and participate in the selection of contractors.~~
- ~~25.13.~~
- ~~26.14.~~ Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
- ~~27.15.~~ Other duties may be assigned.

## JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. A minimum of ~~two~~ four (24) years of related education and/or of full-time, verifiable professional ~~physical education or~~ recreation experience to include leading a variety of recreational activities as a primary responsibility.-
2. License Requirements
  - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
  - A-B. ~~Ability to obtain within \_\_\_\_\_ months of hire and maintain a First Aid/CPR certification prior to the completion of the probationary period.~~
3. Knowledge Requirements
  - A. Knowledge of recreational programming and current trends and the basic fundamentals of common recreational sports and activities.
  - B. Knowledge of the methods, materials, tools, and procedures used in the safe operation, maintenance, and repair of buildings, grounds, fixtures, and equipment.

~~C.~~ Knowledge of first aid.

~~D.C.~~ Knowledge of problem-solving and conflict-resolution techniques.

~~E.D.~~ Knowledge of applicable safety requirements, specifically as they relate to proper conduct around moving machinery, using equipment, emergency situations, and rules and regulations for defensive driving.

~~F.E.~~ Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

B. Skill in managing one's own time.

C. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

~~A.~~ ~~Ability to acquire First Aid and Cardio-Pulmonary Resuscitation certification prior to the completion of the probationary period~~ Ability to plan, organize, motivate, lead, and promote a variety of recreational activities year round for different age groups with diverse interests and varying skill levels.

B. Ability to handle requests, inquiries, and complaints in a cooperative and constructive manner.

C. Ability to conduct a variety of indoor and outdoor recreational activities and maintenance tasks year round.

~~D.~~ Ability to work irregular hours, including evening, weekends, and holidays to oversee programs and events.

~~D.~~ Ability to transport program equipment via vehicles and trailers.

~~E.~~

~~E.F.~~ Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

~~F.G.~~ Ability to communicate and interact effectively with members of the public.

~~G.H.~~ Ability to communicate effectively both orally and in writing.

~~H.I.~~ Ability to understand and follow instructions.

~~I.J.~~ Ability to problem-solve a variety of situations.

~~J.K.~~ Ability to set priorities and complete assignments on time.

~~K.L.~~ Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

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WC: 9102	Pay:	EEOF: Natural Resources	CC:	Resolution: