



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Recreation Specialist

Department: Recreation
Pay Grade: 104
FLSA Status: Non-exempt

JOB SUMMARY

Plans, organizes, and supervises after school programs, special skills, camps, and summer activities. Work is performed under the general supervision of a Recreation Supervisor.

ESSENTIAL JOB FUNCTIONS

- Assists with planning, organizing, and supervision of daily recreational activities.
- Oversees and performs routine maintenance and security of facility.
- Maintains a variety of records, files, and logs.
- Prepares reports, newsletters, and documents as required
- Assists with the organization of community events and fund raisers.
- Registers participants in programs.
- Performs various office related skills using a computer.
- Oversees and monitors after school programs and seasonal camps.
- Transports program participants as needed.
- Performs other job duties as assigned.

QUALIFICATIONS

Education and Experience:

High School diploma or an acceptable equivalency diploma (GED) and one (1) year of recreation or related activities experience.

Special Qualifications:

- Possession of a valid State of Florida Driver's License.
- Must complete a child care certification program approved by HR.

Knowledge, Skills and Abilities:

- Knowledge of word processing, desktop publishing, spreadsheets, and internet.
- Knowledge of recreational activities, principles, and practices.
- Ability to perform public relations activities.
- Ability to perform administrative duties.
- Ability to instruct a variety of individuals of all ages in recreational activities.
- Ability to plan, organize and supervise recreational activities.
- Ability to operate a computer.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

Work is primarily performed indoors and outdoors.