

JOB DESCRIPTION

City of Patterson



Human Resources

RECREATION SPECIALIST (SUMMER DAY CAMP)

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

This person will be assisting the Recreation Coordinator in planning and organizing of the City of Patterson Summer Day Camp program. This will include planning and supervising activities for up to 60 youth per day. This will be a variety of activities, games, sports, and field trips. Also training and supervising part time staff and volunteers in operating the day camp program. The Recreation Specialist will be committed to professional development and perform related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation Coordinator.

This position will supervise volunteers and staff.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

- Organize activities (sports, games, and arts and craft projects), plan field trips : advertising events, and placing ticket orders etc.
- Work cooperatively with volunteers and community organizations to build coalitions that will improve services and programs.
- Develop public relations materials and alliances with the media for the marketing of programs and the benefits of recreational programs to the participants and the community.
- Develop, implement and monitor a program budget and prudently allocate resources to accomplish program activities.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Routine office practices and procedures. Have basic office equipment including personal computers, fax machine and copy machine. Knowledge of recreation activities.

Ability to: Understand and carry out oral and written directions. Have the ability to communicate courteously and effectively with the general public. Ability to speak Spanish is desirable.

Education: Must have a High School Diploma or GED equivalent.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Prior experience in working with groups of youth grades k-5th is desired.

License or Certificate:

- Completion of First Aid *
- CPR certification *

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

* Completion of a first aid, CPR within one year of employment.