

JOB DESCRIPTION

City of Patterson



Human Resources

PART-TIME RECREATION SPECIALIST

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.*

Under supervision of the Recreation Supervisor, the Recreation Specialist will implement a wide range of programs that foster community development that include youth/adult sports, special events, open gym, youth development activities, and senior center activities. This position will require assistance of general office duties and may include supervision of volunteers and staff. The Specialist will be committed to professional development within their position and perform related duties as assigned. This position is established for 19 hours a week, but will vary depending on programming needs, and will be working weekday evenings and weekends.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation Supervisor.

This position may supervise volunteers and staff.

ESSENTIAL DUTIES

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

Organize youth and adult sports programs including: advertising events, creating game schedules, rosters and placing equipment orders etc.

Organize and implement coaches, parents and referee clinics sanctioned by the National Alliance for Youth Sports.

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.
Assist with training and retention of P/T recreation staff

MIMIMUM QUALIFICATIONS

Knowledge of: Routine office practices and procedures. The use of basic office equipment including personal computers.

Ability to: Understand and carry out oral and written directions. 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 at the time of hire.

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: Setting up fields, mediating between parents, coaches and referees as necessary and supervise games and practices.

Assist with the training of coaches, parents and referees through clinics sanctioned by the National Alliance for Youth Sports.

Scheduling of P/T staff for games and practices.

License or Certificate:

Completion of First Aid *

CPR certification *

NECESSARY SPECIAL REQUIREMENTS

Must be at least 18 years of age at the time of hire.

Must possess a valid class C driver's license.

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, and Certified Coaches Administrators course within one year of employment.