

**RECREATION SPECIALIST****SUMMARY:**

Under close supervision, provides assistance to children, adults, senior citizens and other patrons through community recreation oriented education, awareness and prevention programs. Performs related duties involving special events, facility supervision, and programs. Assists with the set-up and breakdown of special events. The incumbent reports to Recreation Center Supervisor or a subordinate; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

**DUTIES AND RESPONSIBILITIES:** *(which are **not** in any hierarchical order)*

1. Instructs, supervises, and councils after school children, adolescents, youths, and perhaps adults and families in community, recreation, child development, education, prevention, and awareness programs.
2. Assists in the preparation and presentation of educational and recreational activities and enrichment programs.
3. Provides a clean, safe and enjoyable environment for children to play and grow in.
4. Provides custodial facility maintenance.
5. Maintains required records and prepare reports of attendance and program activities.
6. May attend staff meetings to discuss special or difficult child related situations; participate in case staffing and consultations.
7. May perform program registration duties including accepting funds and providing receipts.
8. Set-up and breakdown site at beginning and end of event that may include decorations/lighting.
9. Provides information to the public through staffing the information booth.
10. Staffs the refreshment booth, which includes making cash transactions for sale of refreshments.
11. Performs related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of child development methods and practices.
- Knowledge of community programs, resources and services available for assisting youths and families.
- Knowledge of counseling methods, techniques and applications.
- Knowledge of sociological and psychological problems of youths and their families.
- Knowledge of educational processes for youths and adolescents.
- Knowledge of physiological, emotional and social processes involved in youth and family development.
- Knowledge of principles and practices of child supervision.
- Ability to communicate effectively, both orally and in writing.
- Ability to work flexible hours including evenings and weekends.
- Ability to establish and maintain cooperative working relationships with fellow employees and patrons.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves detailed concentration for long periods of time in a modified office environment and in an outdoor setting. There may be occasional need for light lifting and cleaning duties, standing, walking, some running and other child attendant related physical activities. The City of West Palm Beach promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing. This position may also require the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

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**MINIMUM QUALIFICATIONS:** Eleventh grade education, required and a minimum of seventeen (17) years of age, required. Success full completion of a 40 hour Introductory Child Care Training course will be required (depending on area of assignment) or the ability to obtain within 90 days from date of employment. A valid Florida driver's license may be required.