

JOB DESCRIPTION

City of Nixa

Department: Parks and Recreation

Title: Recreation Specialist I

Supervisor: Director of Parks and Recreation

Pay Grade: 5

FLSA Status: Non-Exempt

Definition: Under supervision of the Director of Parks & Recreation or Recreation Services Manager, assists in various recreation, sports, special events, and related services for the wellness of the Park customers in the City of Nixa, MO.

Tasks and Duties:

Work a varied schedule as activities dictate.

Assists in the planning and scheduling of programs and recreation facilities.

Helps create and develop new program ideas and assists in their implementation.

Assists in the organization and directs activities such as sports leagues, free play, social recreation, and special events or classes.

Adapts recreation programs to meet the needs of the participants and helps the supervisor evaluate and plan programs.

Serves as group leader/instructor at certain games, sports leagues and related activities as required.

Assigns and keeps records of equipment and materials issued to each activity.

Maintains accurate records and prepares necessary written reports.

Travels to different recreation events, activities, etc. and drives park vehicles to transport equipment and/or participants as required.

Assists in the development of sports schedules, arranges for and supervises social and field events for recreation programs.

Performs landscaping and park maintenance.

Performs minor office administration tasks such as copying, faxing, filing, etc. as assigned. Utilizes appropriate computer software applications such as work-processing, spreadsheet, and/or data base.

RECREATION SPECIALIST I (cont.)

Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.

Perform other tasks and duties assigned by supervisor.

Qualifications:

Knowledge of recreational activities to include all areas of sports.

Knowledge of the principles and practices of community recreation planning and park administration.

Knowledge of the methods of publicity and public relations.

Knowledge of botany and hydrology and its relationship to the ecosystem.

Knowledge of programs of community recreation, athletics, fitness, and related services for all age groups.

Skill in coordinating programs with neighborhood groups, schools, and civic organizations.

Skill in landscaping and horticulture.

Skill working in a variety of recreational activity areas as assigned, such as programs for senior citizens, disabled, and adolescents.

Skill in operating a variety of office equipment, including computer terminals, printers, facsimile, word processor, radio, copier and various computer software.

Skill in maintaining records and preparing written reports.

Skill in following oral and written communications.

Skill in establishing and maintaining effective working relationships with other staff, elected officials and members of the public.

Skill in operating power and hand tools.

Skill in handling a large volume of public contact, including difficult situations, in a pleasant and efficient manner.

RECREATION SPECIALIST I (cont.)

Skill in dealing effectively and courteously with associates and the general public.

Skill in performing the duties and tasks assigned without posing a direct threat to the health and safety of others.

Skill in judging working environment of hazards and safe work practices.

Skill to teach, supervise, and participate in assigned recreational activities.

Possess valid State of Missouri driver's license.

Possess a Bachelor Degree in Recreation or a related field, CPRP Certification preferred.

Essential Functions:

Perform essential functions of the job without posing a direct threat to the health and safety of others. Sight and hearing, speech, coordinated use of both arms, legs and hands at once, frequent lateral mobility, changing physical location, bending, stooping, kneeling, and reaching to both ground level and overhead as required for such tasks as retrieving files; lifts and carries up to 70 pounds; pushes and pulls up to 60 pounds; must be able to hold and grip objects; may be subject to sitting for long periods of time; possesses manual dexterity necessary to operate a computer keyboard. Mentally analyze a situation, solve problems and make decisions under pressure in area of responsibility. Work indoors with heating and cooling regulated. May be exposed to extreme temperatures, dust, and/or pollen.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Print Full Name

Employee Signature

Date

11/2009