

RECREATION SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of an employee of higher rank, an incumbent in this class is responsible for the conduct and instruction of a specific recreation activity or several closely related activities at a single facility or at a variety of facilities and localities. An incumbent serves as an instructor in a specialty field of recreation as scheduled, with considerable freedom as to approach, method and subject material. This position may involve the actual conduct of the activity or the organization and initiation of activity groups and the instruction of recreation leaders in the manner in which the details of the activity are to be carried out. Classes are non-academic in nature, being demonstrational and participational in nature, and being designed to develop hobbies in people which they can continue when the instruction is finished. A partial listing of the specialties, designed only to illustrate the variety, would include painting, weaving, dance, jewelry making, music, drama, athletic sports, aquatics, puppetry, ceramics and other special interest activities. The Recreation Specialist may direct and supervise the work of recreation leaders, non-professional personnel, and volunteers who may be assigned to assist in the instructional phase of the specified activity. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Gives instruction in the area of specialty;

Explains and demonstrates the uses of supplies and equipment, and the techniques and procedures used in the activity sessions;

Maintains equipment and supplies necessary for classes and/or instruction;

Exercises professional judgement and responsibility in the conduct of the specialty activities for various age groups;

Incorporates the activity into an acceptable total philosophy of recreation, and interprets this to the participants and to the general public in an effort to motivate expanded interest in the activity;

Requisitions necessary materials and supplies;

Participates in planning course content;

Assists other recreation leadership staff in working with the specialized activity to meet the specific interests of people in the community;

Assists with administrative duties in program of specialty;

Plans and conducts field trips;

Trains and supervises assigned professional staff and volunteers in the activities and related services;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of both theory and practices of a particular hobby, specialty, sport or recreational interest, including equipment and materials utilized; skill in particular specialty sufficient to demonstrate techniques of principles to students; skill in instructing others in techniques of hobby, specialty or craft; ability to effectively relate to the client population; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; creativity; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) three (3) years of experience in which the primary function of the position was the conduct of recreation services, activities, or programs in a specialty field of recreation; or (b) completion of a formal course of instruction in a special interest activity such as arts, arts and crafts, applied arts, drama, music, sports or recreation and two (2) years of experience as indicated under (a).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

School Districts
Towns, Villages
Cities of Peekskill & Rye
J. C.: Competitive
FAA9
1c

Job Class Code: 0266 / S266