

City of Shakopee
POSITION DESCRIPTION

TITLE: Recreation Specialist
AREA OF EMPHASIS: **Programming**
CLASSIFICATION: Specialist
REPORTS TO: Recreation Supervisor, Programming
STATUS: Full-Time, Non-Exempt
PAY GRADE: 130
LAST REVIEWED: 06.15.2021

SUMMARY

Responsible for the development and implementation of year-round recreation programming for pre-school and youth. Under the general supervision of the Recreation Supervisor, the position researches, analyzes and assists with the development of new programming and evaluation/redesign of existing programming for preschool and youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, and implements recreation programs and services for preschool and youth.
- Plans, coordinates, and implements a wide variety of special events, often in partnership with sponsoring groups or other community organizations.
- In collaboration with others; writes, designs and implements marketing plans for programs and services.
- Documents, investigates, and responds to complaints relating to programs and services within span of authority.
- Prepares research, analysis and best practices review and collaborates with department leadership to evaluate, design and budget for preschool and youth programming.
- Assists Recreation Supervisor in overseeing part-time and seasonal staff, including recruitment, hiring, training, scheduling, guidance, and evaluation.
- May represent the city at meetings and events related to preschool and youth programming.
- Ensures, programs and services maintain compliance with local, state, and federal regulations, including but not limited to OSHA regulations for workplace safety and ADA requirements for accessibility.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to understand and communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations
- Ability to utilize common office equipment and machines including computer, printer, copier, and fax machine.
- Ability to utilize common Microsoft Office programs; plus, web-based email, timesheet, and registration programs.
- Ability to write reports and business correspondence using proper spelling, grammar, and punctuation.
- Ability to develop and maintain positive, professional working relationships with co-workers, subordinates, and supervisors.
- Ability to interact with the public in a friendly, tactful manner.
- Ability to assign, instruct, evaluate, and prioritize the work of subordinates within the overall framework of division goals and objectives.

SUPERVISION

- May supervise assigned part-time and seasonal program staff or volunteers.

INTERNAL/EXTERNAL CONTACTS

- Daily contact departmental staff.
- Daily contact with the public.

- Some interaction with Department Heads to provide support and assistance.

QUALIFICATIONS

Minimum Qualifications

Bachelor's Degree in recreation, leisure services, or related field plus one year of experience coordinating recreation programs. Valid driver's license.

Desirable Qualifications

Supervisory experience. Current American Red Cross First Aid/CPR/AED Certification or equivalent. Fluency in a second language, in addition to English, that has a recognized presence in the community (Spanish, Russian, Hmong, etc.).

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, and move about the workspace; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employees are required to speak, hear and see in order to share information, receive instructions, and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

WORKING CONDITIONS

The work environment is a modern, climate-controlled office building, with moderate levels of noise generated by conversations, phones, and other office equipment. The employee regularly works in outside weather conditions, including exposure to heat, wind, rain, and sun. This position will frequently require a flexible schedule, including evening and weekend work to attend meetings and events and ensure the smooth operation of programs.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine

The City of Shakopee is an Equal Opportunity Employer.