

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION SPECIALIST

Department: MSTU
Pay Grade: 110
FLSA Status: Exempt
Job Class: 3150
Risk Code: 9102

JOB SUMMARY

Responsible for the program development and implementation of recreation programs and events for the Recreation Division.

ESSENTIAL JOB FUNCTIONS

- Supervises assigned employees, volunteers, and part-time/temporary employees. Supervisory duties may include scheduling, instructing, assigning, and planning work of others, maintaining standards, coordinating activities, acting on employee problems, and recommending disciplinary action.
- Conducts and/or supervises recreational programs/events that may include, but are not limited to, such activities as sports, crafts, and outdoor/nature-based activities. Oversees development of program lesson plans, coordination of program/event logistics, and follow-up evaluations.
- Assists in the development of program/activity/event procedures/policies as well as the enforcement of such procedures/policies.
- Develops and performs activities to market and promote youth/adult programs to include development of flyers, brochures, and public relation materials.
- Provides program and registration information, as well as department-related information as needed.
- Coordinates with community groups for events and activities as needed.
- Assists in the implementation of a "VIP" (Volunteer in Parks) Program and works with the community volunteers as it relates to recreation programs/events.
- Performs clerical duties related to youth/adult activities and general operations.
- Researches products/services and procures materials for programs/events.
- Assesses program equipment needs as requested. Maintains accurate inventory of equipment and supplies on a quarterly basis.
- Assists in park operations as needed.
- Provides logistical support for park holiday operations and special events.

- Collects registration fees for various recreation programs and issues receipts.
- May be required to maintain logbooks and non-technical reports.
- May receive customer complaints and refer to appropriate person for resolution.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has direct supervisory duties to include instructing, assigning, and planning work of others, maintaining standards, coordinating activities, and acting on employee problems. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments, may provide work direction.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Parks, Recreation, Outdoor Education, or related field or equivalent; and one (1) year experience in relevant field; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- First Aid/CPR certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend simple instructions, correspondence, memos, and procedure manuals.
- Ability to write simple correspondence and procedure manuals.
- Ability to effectively present information and respond to questions in one-on-one and small group situations to customers, clients, and the general public.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.

- Knowledge of Microsoft Word, Excel, Publisher and Outlook.
- Ability to apply all policies and procedures to the implementation of a youth or adult recreation program including formulation of events, procedures, and methods.
- Ability to sort, verify, file, and post materials on bulletin boards, make photocopies, and perform other office duties as assigned.
- Ability to work directly with customers, other department staff, and PRAC as an entity, and different age groups and ethnic backgrounds on an almost daily basis.
- Ability to work with outside vendors and suppliers that may play an important role in the youth/adult activities that are held or proposed for the community.
- Ability to work with existing staff on a daily basis, using their expertise and knowledge to implement programs for the adults and youth of Marion County.
- Ability to remain calm in stressful situations.
- Ability to work a flexible schedule including nights, weekends, and holidays.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk hear, and smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electrical shock; and will regularly be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.