

**RECREATION SPECIALIST**

\$14.0815 - \$17.9718 Hourly

*Class specifications are intended to present a descriptive list of the range of duties performed by Employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

The Recreation Specialist is responsible for assisting in the coordination and implementation of Recreation and Community Service activities and/or programs.

**SUPERVISION RECEIVED AND EXERCISED**

The Recreation Specialist receives supervision from the Parks and Recreation Director and/or their designee(s).

**ESSENTIAL FUNCTIONS:** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Answers inquiries, provides information and assists customers at the counter and over the telephone.
- Collects and process payments for all programs.
- Answers telephone inquiries as related to Recreation and Community Services.
- Ensures that customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures that department personnel policies and procedures are followed.
- Provides assistance in scheduling facility rentals, meetings, and classes.
- Enters, edits and retrieves data and prepares reports from on computer system, following established formats.
- Types correspondence, reports, forms and specialized documents related to the functions of the department.
- Proofreads and checks typed and other material for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- May assist in preparation of class instructor payments, facility reservation confirmations and other routine office activities.
- Attends regular staff meetings.
- May perform and/or assist in administering minor first aid to patrons.
- Assists in monitoring and supervising the activities of patrons of all ages in the Community Center.
- Provides recommendations for improvement to office and program operations.
- Operates standard office equipment such as copy machine, calculator, typewriter and multi-line telephones.
- Collect and process child care and other payments; enter data into Rec Trac.
- Perform other related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

- Correct English usage, including spelling and grammar.
- Basic math skills.
- Office practices and procedures.

**CITY OF HERCULES**

- Basic business data processing and use of word processing or personal computer.
- Basic understanding of Microsoft Word and Microsoft Excel.

Ability to:

- Follow oral and written instructions.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Demonstrate leadership capabilities.
- Evaluate emergency situations and act decisively to resolve them.
- Oversee, review, and prepare reports related to facility operations.
- Work cooperatively with public and employees in an enthusiastic and constructive manner.

Licenses and Certificates:

- Current Standard First Aid certificate
- Current Community CPR certificate
- Possession of a valid California Driver’s License

**Experience and Education / Training Guidelines:** *Any combination of experience and education / training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Must have high school diploma or G.E.D. equivalent. Must be at least eighteen (18) years of age.

**Experience:** Minimum of one year (1) year experience in customer service and/or office setting is required. Prior experience in handling money or cashiering is necessary. Experience in an office or public facility providing counter and telephone customer service is necessary.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employees Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s signature

\_\_\_\_\_  
Date

Status: Non-union/Non-Exempt  
Revised 2015