

The Maryland-National Capital Park and Planning Commission

TITLE: Recreation Specialist
SERIES: Recreation

GRADE: 18
CODE: 1805 EEO: Professional FLSA: Non-Exempt

Class Definition:

Under general supervision, performs varied or specialized recreation program work for countywide or area-wide recreation programs and activities. Assists in planning, designing, implementing and administering recreation related services tailored to the needs of county residents. Assists in preparing and recommending budget and resource estimates for programs and monitoring expenditures. Solicits and coordinates the use of volunteers and provides recommendations on staffing for program or programs. Identifies and assesses conditions and elements of recreation activities which impact program progress and effectiveness. Work consists of duties involving related steps, processes, procedures or methods in connection with programs or assignments which are usually basic (i.e., typical, conventional and well-established); involves the application of specific rules, regulations and procedures to the execution of a segment of the countywide or area-wide recreation program, and contributes to the accuracy, reliability and acceptability of recreation services provided to patrons by the Department. Applies knowledge of principles, concepts and techniques of recreation programs, leisure services, social and cultural programs and safety and health regulations. Independently performs various types of research and analyses to solve regularly occurring problems. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of ongoing functional responsibilities and requirements of specific assignments. Incumbent uses initiative to plan and carry out the work in conformance with established policies and procedures and accepted practices of the field of work; performs standard, recurring assignments by selecting and applying the appropriate guidelines, and refers problems and unfamiliar situations to the supervisor. Completed work is reviewed through inspection or through acceptance in subsequent work processes and discussions with the supervisor for compliance with instructions and adherence to guidelines and established policies and procedures.

Examples of Important Duties:

1. Plans programs for specific events and monitors self-directed programs to include arranging for and setting up specific county activities, ensuring that conflicting schedules are avoided. Encourages participation and observes individual and group reactions; recommends adjustments in procedures and techniques consistent with safety practices. Furnishes technical advice to participants in various types of activities and demonstrates methods and procedures.
2. Plans, develops, promotes, coordinates and directs sports and outdoor programs for team and individual sports, such as basketball and softball leagues, weightlifting, volleyball, tennis and special events. Provides recommendations for establishment of local policies and regulations; prepares administrative, promotional and registration materials for sports leagues. Oversees service contracts and scheduling for revenue generating leagues and programs.

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3. Assists with arrangements and publicity for scheduled or special events, meets, contests, tournaments and fund-raising programs. Establishes and enforces rules regarding dress, conduct, facilities and equipment. Ensures that participants adhere to prescribed safety practices.
4. Participates in processes to recruit and select intermittent and volunteer staff for recreation programs (e.g., referees, instructors, playground leaders and center staff). Schedules and assigns work, evaluates work and counsels employees, prepares and coordinates training sessions for staff; and provides staff training. Assists in soliciting part-time instructors, entertainers and services for events and programs.
5. Assists with recreational programs and activities within assigned service area; organizes recreation programs and events (e.g., classes, sports, games, haunted houses, festivals, carnivals, trips). Schedules staff, facilities and equipment; designs flyers, signs, exhibits, news releases and advertisements to publicize programs and events. Works on committees within the department; monitors recreation activities. Issues equipment; interprets and enforces rules. Resolves disputes; applies emergency and safety procedures, cardiopulmonary resuscitation (CPR), and first aid training as required.
6. Assists in preparing budgets and resource estimates for programs and submits for approval; monitors expenditures. Provides information regarding bid and price quotes from vendors and contractors (e.g., entertainers, instructors, food services); submits purchase requisitions and check requests for payment. May monitor expenditures of limited budget.
7. Attends meetings with citizens, community groups, business groups, parks and recreation council(s) to identify needs, plan programs, and answer questions about programs. Utilizes Commission vehicles to attend meetings. Assists in raising funds or commodities through private donations to supplement programs.
8. Greets visitors; explains rules, activity registrations and operations. Accepts reservations and registrations for recreation use; determines and collects fees.
9. Performs maintenance of records regarding revenues and expenditures, registrants and program participants, playground equipment and park grounds inspections, facility maintenance and personal injury reports. Writes daily and monthly administrative reports, cash reports and program reports as required.
10. Opens and secures facility and safeguards cash and valuables. Orders and picks-up supplies; prepares building for programs. Operates motor vehicles, copier machines, computers and audio-visual equipment.

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11. Inspects park grounds and playground equipment at recreation facilities, schools and parks to ensure safety. Requests building maintenance and repairs; maintains building in absence of custodian. Participates in risk assessments and site inspections to determine suitability for special events to ensure safety; requests parks maintenance repairs for identified concerns.
12. Evaluates programs using surveys, site observations, and discussions with participants.

Important Worker Characteristics:

- A. Knowledge of (1) principles, concepts and techniques of special events, recreation programming; (2) leisure services; (3) social and cultural programs; (4) administrative procedures*; (5) office practices; (6) safety and health regulations*; and (7) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) carry out continuing recreation projects or programs through proper application of the principles, concepts and techniques to the specific needs of the projects or programs; (2) manage and utilize financial, physical and human resources of recreation programs; (3) organize work efficiently; (4) provide courteous service; (5) plan and conduct a variety of recreation activities and services; (6) obtain certifications and perform first aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).
- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying actions to carry out the assigned responsibilities relating to types of recreation activities or special events; identifying and performing analysis of the interrelationships of impacting factors.
- C. Skill in communication to understand verbal and written information (including facts, descriptions, and ideas) and to express such information so that others will understand. Examples include communicating clearly and concisely to a varied audience with wide ranging needs and requirements; reading and writing routine reports and correspondence; presenting information to groups of people.
- D. Interpersonal skills to interact with contacts in a customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

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Minimum Qualifications (MQs):

1. Bachelor's Degree in Parks and Recreation, Recreation Management, Sports Management, Leisure Studies, Physical Education or any related field.
2. An equivalent combination of education and experience may be substituted, which together total four (4) years.
3. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of the position.

Working Conditions:

Works inside and outside an assigned facility. Works extended hours, evenings, weekends and holidays. Responds to emergency situations as required. Incumbents in this class must frequently: remain in a stationary position, position self to complete work and assist people with recreational activities, communicate and exchange information with internal staff and the public, and lift objects weighing up to 25 pounds.