

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Recreation Specialist

GRADE: 22

DATE: 12/19/23

SERIES: Recreation

CODE: 1806

EEO: Professional

FLSA: Exempt

Class Definition:

Under direction, performs a full range of recreation program work including special events, managing multiple indoor and outdoor recreation programs within facilities, or recreation management functions on a county-wide basis. Plans, implements and carries out recreation activities and services in various work settings. Manages a volume and variety of program offerings that are based upon the needs and interests of the participating community. Programs range from typical, conventional and well-established to those that include complicating environmental elements; such as, the presence of multiple patron components with differing demands upon programs, regulations and policies that may impact program planning and administration, the use of volunteers, or similar issues significantly impacting environmental elements. Work involves responsibility for completion of entire assignments and projects, or functions as an individual contributor and results directly in a service affecting different parts of the Department, the physical well-being of individuals, the Commission's compliance with requirements, and the effectiveness of recreation programs and facilities. Information on which to act is obtained through investigation, research or other means to ensure high accuracy and must be developed, classified and analyzed to determine significance. Identifies and analyzes the needs, objectives, challenges, and difficulties of a recreation program; decides the relative importance of various possible activities, allocates and utilizes resources among the various activities, and determines rules to be imposed when carrying out specific recreation activities. Conducts ongoing evaluation of the status of activities, of participant interests and needs, and of resources, with consideration of program objectives and progress. Prepares and coordinates work schedules and activity plans for career and intermittent staff. Prepares and recommends program budget and resource requirements, and monitors expenditures. Applies knowledge of, and skill, in the principles, concepts and techniques of recreation program administration, program assessment and analysis, public administration, budgeting, marketing, leisure services, social and cultural programs, safety and health regulations and related activities, and area of specialty (e.g., sports, arts, historical interpretation and preservation, wellness). Independently performs various types of research and analyses to solve standard, recurring problems. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Work is assigned in terms of ongoing functional responsibilities and general requirements of specific assignments. Incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guidelines. Keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. Incumbent is held responsible for results - work is evaluated in terms of effectiveness and results, meeting program and Commission requirements, adherence to applicable policies and procedures, customer service, technical adequacy, and appropriateness to requirements.

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Examples of Important Duties:

1. Core Functions (±80%) – assigned functions vary by position

- Develops, implements and coordinates programs and events that reflect the diversity of the area and county, including activities, culturally and linguistically relevant materials, and public information. Manages recreational programs and activities within an assigned area; organizes recreation programs and events (e.g., craft shows, speakers, trips, classes) designed to meet the specialized needs of the community. Completes program evaluation summaries that result in outcome-based objectives; responsible for coordinating and adopting recreation programs to reflect a sensitivity to unique characteristics of the community and special interest groups in current programs. May coordinate diverse public health and wellness programs that includes classes, programs, special events, promotional and motivational initiatives, marketing strategies for public health and wellness campaigns, and awards and recognitions.
- Plans, organizes and coordinates countywide programs and special events which involve youth and adult sports leagues, divisions, games, teams, training clinics, special events and tournaments. Conducts level tournaments, leagues and player clinics. Attends events and evaluates programs, staff, vendors, officials, grounds and facilities.
- Provides guidance to the various dependent youth center activities and participants, modifying, adapting, expanding, or otherwise changing plans and procedures for such activities as developments require. Instructs individual participants and groups of participants in those youth activities for which the employee has technical expertise; and may occasionally substitute for instructors.
- Develops the concepts and framework of community-wide special events. Interfaces the logistical and financial aspects of all programs. Coordinates the execution of these concepts with other organizations and local businesses. Writes specifications for entertainment, vendor and concessionaire contracts. Ensures timely and appropriate execution of contracts. Develops event layouts to include power, water, electrical, tents, support buildings, vendor, rides; ensures layouts are supported by a timeline of activities which reflects the flow and interface responsibilities of each organization.
- Plans, schedules and assigns work of career and intermittent staff. Provides input to performance evaluations, work performance, and counsels staff; assists in recruiting and selecting staff; and recommends disciplinary actions. Approves timecards and leave requests; implements training and materials which includes mandatory, unit specific and staff development training. Prepares and submits online volunteer opportunities; recruits volunteers and communicates with staff.
- Provides administrative support for activities and events including volunteer management, cardiopulmonary resuscitation (CPR), First Aid, automated external defibrillator (AED) training and certification tracking, and seasonal brochure coordination, as a part of working special assignments for the Division with regards to community needs and Departmental priorities; assists with crafting innovative recreational programs and special events within the Division for a diverse population.
- Represents department before various community groups and organizations who are interested in recreation and leisure service programs; attends meetings with citizens, community groups, business groups, and governmental units to identify needs, plan programs, and answer questions about recreation programs. Utilizes Commission vehicles to attend meetings. Raises funds and commodities through private donations, and obtains grants to supplement programs; works on committees within the department.

2. Other Duties (±20%)

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- Notifies teams of schedules, standings, requirements, deadlines, changes and penalties. Meets with league commissioners, coaches, staff and partners including Boys and Girls Clubs, Mid-Atlantic Recreation Parks and Sports Association and County Public Schools.
- Develops daily and monthly administrative reports including cash reports; maintains proper records.
- Provides administrative support to the area by preparing promotional materials to market recreational programs and activities using various forms of media. Maintains webpage updates; prepares grant reports.
- Recruits and selects contractors and performers for programs and events in compliance with departmental and Commission guidelines. Reviews bids, price quotes and purchasing documents for supplies, equipment and contractors; may act as purchase card holder or petty cash custodian.
- Serves on Committees, Boards and Associations; such as Innovate Parks and Recreation Committee, County Boys and Girls Club Board, Mid-Atlantic Recreation Parks and Sports Association (MARPSA), and Maryland Recreation and Parks Association (MRPA).

Important Worker Characteristics:

- A. Knowledge of, and skill in (1) principles, concepts and techniques of recreation program administration; (2) program assessment and analysis; (3) public administration, (4) budgeting; (5) marketing; (6) leisure services; (7) social and cultural programs and related activities; (8) administrative procedures*; (9) area of specialty (e.g., sports, arts, historical interpretation and preservation, wellness); (10) safety and health regulations; and (11) Commission organization, policies and procedures*.

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

- B. Skill and ability to (1) independently 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) develop surveys and questionnaires; (6) plan, conduct and manage recreation programs; (7) plan, manage and utilize program resources; (8) develop new methods, approaches and procedures for the effective management of a facility and business operations in specialty areas; and (9) obtain certifications and perform first aide, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED).
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include planning and prioritizing the sequence, direction and progress of the work; resolving issues, conditions and problems; and identifying, interpreting and analyzing diverse situations and factors in order to discern interrelationships among different approaches and methods to explain and justify determinations, recommendations and implemented actions.
- D. 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; planning, developing and presenting information to groups of people.

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- E. 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.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Parks and Recreation, Recreation Management, Sports Management, Leisure Studies, Physical Education or any related field.
2. Two (2) years of recreation, sports administration/management, physical education, leisure services or other related professional experience.
3. An equivalent combination of education and experience may be substituted, which together total six (6) years.
4. 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.