

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Recreation Specialist I  
**SERIES:** Recreation

**GRADE: F CODE: 3320**  
**DATE: 1/13/88**

### Class Definition

Under general supervision, performs as an entry-level professional in the recreation field, involved in work with moderate responsibility, complexity, and variety. Assists in managing facility, special events; and plans and implements activities in assigned Area.

### Examples of Important Duties

1. Monitors recreation activities. Issues equipment. Interprets and enforces rules. Applies emergency and safety procedures, as necessary.
2. Inspects playground equipment at recreation centers, schools, and parks to ensure safety as assigned. Requests maintenance and repairs. Keeps records.
3. Accepts reservations and registrations for recreation programs. Collects and deposits fees.
4. Plans and organizes recreation programs and events (e.g., classes, sports, games, haunted houses, festivals, carnivals, trips). Schedules staff, facilities, and equipment. Receives bids and price quotes from vendors and contractors (e.g., entertainers, instructors, transporters). Initiates purchase requisitions and check requests. Designs flyers, signs, exhibits, news releases and ads to publicize programs and events.
5. Recruits, selects, and trains intermittent and volunteer staff for area recreation programs (e.g., mobile units, crafts specialists, instructors). Plans, schedules, and assigns work. Evaluates work and counsels employees. Instructs intermittent staff and volunteers in relevant safety practices.
6. Meets with citizens, community groups, business groups, Park and Recreation council(s), and Board of Education staff to identify needs, plan programs, and answer questions about recreation programs.
7. Maintains records of revenues and expenditures, time cards, inventory of supplies and equipment, memberships~ and program participants. Writes daily and monthly administrative reports.

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### Examples of Important Duties (Continued)

8. Organizes area marketing projects; i.e., mall displays, exhibits, posters, signs, fliers, public service announcements, etc., for promotion of programs and activities.

### Important Worker Characteristics

- A. Knowledge of; (1) leisure services; (2) recreation; (3) social and cultural programs; (4) safety and health regulations;\* (5) office practices;\* (6) administration procedures;\* (7) CPR and First Aid; (8) Equal Employment Opportunity.  
  
\* Developed primarily after employment in this job class.
- B. Skill in operation of (1) audio-visual equipment; (2) auto; (3) calculator.
- C. Ability to (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read and write routine reports and correspondence; (4) use proper spelling, punctuation, and grammar; (5) make oral presentations to groups; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

### Minimum Qualifications

1. Bachelor's Degree in Parks and Recreation or related field; or
2. An equivalent combination of education and experience.
3. Valid Maryland driver's license, or the ability to acquire one.

### Working Conditions

Maintains office hours. Works evenings, weekends, and holidays. Responds to emergency situations as required. Some driving. Ability to deal tactfully with people.