

The Maryland-National Capital Park and Planning Commission

TITLE: Recreation Specialist II
SERIES: Recreation

GRADE: G CODE: 3321
DATE: 1/13/88

Class Definition

Under direction, performs full scope of professional recreation work, involving considerable responsibility, complexity, and variety. Assists in managing programs. Implements and evaluates cultural, recreational, and sporting events within a facility or a surrounding community. Performs other related duties as assigned.

Examples of Important Duties

1. Participates in the processes to recruit, select and train intermittent and volunteer staff for area recreation programs (e.g., referees, instructors, playground leaders, and center staff). Schedules, and assigns work. Evaluates work and counsels employees.
2. Assists with recreational programs and activities within an assigned Service Area. Organizes recreation programs and events (e.g., classes, sports, games, haunted houses, festivals, carnivals, trips). Schedules staff, facilities, and equipment. Provides staff analysis on bids and price quotes from vendors and contractors (e.g., entertainers, instructors, food services). Submits purchase requisitions, check requests. Designs flyers, signs, exhibits, news releases and ads to publicize programs and events. Works on committees within the Department.
3. Attends meetings with citizens, community groups, business groups, parks and recreation council(s), and Board of Education staff to identify needs, plan programs and answer questions about recreation programs. Raises funds or commodities through private donations to help supplement programs.
4. May operate recreation center. Opens and secures facility. Safeguards cash and valuables. Orders and picks up supplies. Prepares building for programs. Operates copier machines, computers and audio-visual equipment, etc. Requests minor building maintenance and repairs. Maintains building in absence of custodian.
5. Monitors recreation activities. Issues equipment. Interprets and enforces rules. Resolves disputes. Applies emergency and safety procedures, CPR and First Aid training as required.
6. Greets visitors to recreation facility. Explains rules,

2. An equivalent combination of education and experience.
3. Valid driver's license, or the ability to acquire one.

Working Conditions

Works in assigned facility. Works long hours, evenings, weekends, and holidays. Responds to emergency situations as required. Some driving. Continuous contact with the general public; handles citizen complaints.