

The Maryland-National Capital Park and Planning Commission

TITLE: Recreation Specialist III
SERIES: Recreation

GRADE: 16 **CODE:** 3324
DATE: 6/26/90

Class Definition

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

Examples of Important Duties

1. Develops, implements and coordinates programs and special events affect diversified ethnic communities.
2. Provides administrative support to the area for the conduct of special interest activities and events which serve the appropriate communities.
3. Coordinates and supervises staff. Plans, schedules, and assigns work. Evaluates work and counsels staff. Recruits, selects, trains staff. Recommends disciplinary action. Approves time cards and leave requests.
4. Develops, implements, and coordinates programs that positively reflect the ethnic diversity of all the area and County including active and passive activities culturally and linguistically relevant materials and public information.
5. Represents the Department before various community groups and organizations who are interested in leisure service programs.
6. Participates in the recruitment and selection of contractors and performers for programs and events in compliance with Departmental and Commission guidelines.
7. Manages recreational programs and activities within an assigned area (Northern, Central, Southern). Organizes recreation programs and events (e.g. craft shows, speakers, trips, classes designed to meet the specialized needs of the community). Prepares promotional material and promotes activities through diversified local groups and organizations, local newsletters and publications.
8. Attends meetings with citizens, community groups, business groups and governmental units to identify needs, plan programs,

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Examples of Important Duties (Continued)

and answer questions about recreation programs. Raises funds and or commodities through private donations, grants to help supplement programs.

9. Maintains records of revenues and expenditures, registrants and program participants. Meets daily and monthly administrative reports, cash reports, computer print-out; maintains proper records; responsible to budget. Assists in budget monitoring and control.
10. May serve as an information and referral source as well as a translator.
11. Responsible for coordinating and adopting recreation programs to reflect a sensitivity to unique characteristics of the community and its special interest groups into current programs.

Important Worker Characteristics

1. Good knowledge of (1) leisure services; (2) social, cultural, and related activities; (3) administrative procedures; (4) office practices; (5) safety and health regulations; (6) equal employment opportunity; (7) supervision; (8) CPR and First Aid.
2. Skill in operation of (1) Audio-visual equipment; (2) motor vehicles, and (3) calculator.
3. 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 and in additional languages if required; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

Minimum Qualification

1. Bachelor's Degree in parks and Recreation or related field, and four years of related experience, or
2. An equivalent combination of education and experience,

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Minimum Qualifications (Continued)

3. Valid Maryland driver's license, or the ability to acquire one.

Working Conditions

Works out of an administrative office. Works irregular hours, evenings, weekends and holidays. Responds to emergency situations as required. Some driving. Continuous contract with the general public; handles citizens complaints and inquiries. The ability to speak and write fluently in a second language may be required.