

JOB DESCRIPTION

City of Patterson



Human Resources

RECREATION SPECIALIST (SENIOR PROGRAMS)

HOURLY RATE: \$9.50-11.50

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under supervision of the Recreation Coordinator or Recreation Director, the Recreation Specialist will implement a wide range of programs that foster community development in senior center activities. This position will require assistance of general office duties and may include supervision of volunteers and staff. The Specialist will be committed to professional development within their position and perform related duties as assigned. This position is established for up to 28 hours per week and will be working weekday evenings and weekends.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Recreation Coordinator or Recreation Director.

This position may supervise volunteers and staff.

ESSENTIAL DUTIES

Essential and other important responsibilities may include, but are not limited to, the following:

- Organize a wide range of Senior adult programs including: advertising events, creating events and activities and placing equipment orders etc..
- Work cooperatively with volunteers and community organizations to build coalitions that will improve services and programs.
- Develop public relations materials and alliances with the media for the marketing of programs and the benefits of recreational programs to the participants and the community.
- Perform related duties as assigned.
- Assist with training and retention of P/T recreation staff

MINIMUM QUALIFICATIONS

Knowledge of: Routine office practices and procedures. Knowledge of recreation programming principals and event planning. Excellent communication skills working with adults and volunteers.

Ability to: Understand and carry out oral and written directions. Ability to communicate courteously and effectively with the general public. Ability to speak Spanish is desirable but not required.

Education: Must have a High School Diploma or GED equivalent.

EXPERIENCE AND CERTIFICATION(S)

Any combination of experience and training what would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Experience:** Previous experience programming activities and events with Senior Adults, community groups, volunteers preferred.

License or Certificate:

- Completion of First Aid *
- CPR certification *

NECESSARY SPECIAL REQUIREMENTS

- Must be 18 years of age or older.
- Must possess a valid class C driver's license.
- Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

* Completion of a first aid, CPR, and Certified Coaches Administrators course within one year of employment.