



CITY OF ORINDA

Recreation Program Specialist (Temporary)

DEFINITION

Under the supervision of the Recreation Coordinator and Recreation Supervisor, assists in planning, organizing and conducting recreation activities. This is the experienced, senior level temporary position and hours will vary depending on responsibilities and seasonal programs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Lead, teach, demonstrate and officiate activities with children such as group games, sports, and arts and crafts.

Provide direction to Recreation Leaders on activities planned and provide needed guidance and training.

Assist with daily operations including developing, promoting and implementing programs.

Set up all necessary equipment and furniture such as tables, chairs, A/V equipment, sports and craft equipment for indoor and/or outdoor activities.

Supervise and interact with participants and parents.

Supervise, model and monitor compliance with safety and sport / game / facility rules.

Provide encouragement, feedback and counseling regarding participation.

Assist in maintaining attendance and activity records.

Assist in monitoring and maintaining equipment and supplies.

Issue equipment and supplies and collect for storage.

Provide information and direction on activities.

Participate in staff meetings and training sessions and make recommendations on program activities.

May perform clean up duties as needed, including but not limited to: move and arrange furniture and equipment, restroom cleaning, sweeping and mopping, and garbage pick-up and removal.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge, Skills and Abilities to:

Ability to lead subordinate leaders, participants, communicate activity objectives and rules clearly and effectively.

Provide information and direction to a wide variety of age groups.

Conduct games and activities following established rules, guidelines and within time limits.

Learn, retain and use safety rules and regulations.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Pay attention to detail and use good judgement.

Principles and practices used in dealing with the public in an effective and courteous manner.

Provide verbal and summarized written feedback on activities.

Set up and use necessary equipment and supplies.

Deal tactfully and effectively with the members of the community.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

Equivalent to a high school diploma.

Experience:

One year experience leading recreation and student programs. The Recreation Program Specialist position requires responsibility, leadership and integrity. Reliable to get to shifts and/or activities as scheduled and coordinate with staff.

License or Certificate:

Must be trained in first aid (opportunities for training provided through employment). Training in daily operations is provided.

Possession of a valid California Driver's license with a demonstrated history of safe driving is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Must be willing to work a scheduled variety of hours, which may include evenings, and/or weekends, as needed; ability to pass a background check and may serve as a mandated reporter.

Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move, climb, walk or run safely on even or uneven grounds, or maneuver in whatever way may be necessary to successfully perform the duties of their position.

Employee Group: Temporary Seasonal
FLSA Status: Non-Exempt
Revised: October 2018