

Division: Towns & Villages
Jurisdictional
Allocation: Non-Competitive
Revised: April 11, 1974

RECREATION SPECIALIST

(Group of Classes)

ARTS & CRAFTS – SWIMMING – DRAMA – MUSIC
DANCING – SHOPWORK – SPORTS OFFICIAL

GENERAL STATEMENT OF DUTIES: Acts as a leader or instructor in some specialty field of recreation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the teaching or conduct of some specialty as scheduled with considerable freedom as to approach, method and subject material. The position may involve

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans playground arts and crafts program;
Teaches art and crafts to playground children;
Plans and conducts beginning, intermediate and advanced swimming classes in accordance with the requirements of a recognized life-saving instruction agency;
Conducts junior and senior life saving courses;
Establishes swimming areas and boundaries;
Schedules and conducts special swimming events;
Assigns hours and posts to lifeguards;
Plans for and organizes choral groups;
Organizes and conducts rehearsals;
Presents concerts;
Acts as accompanist for choral group;
Plays at all rehearsals and presentations;
Organizes, supervises and teaches square and folk dancing;
Conducts classes in ballroom dancing;
Plans and stages square and/or round dances;
Plans and organizes classes in shop work;
Teaches shop work giving both individual and group instructions;
Plans for, organizes and conducts drama group;
Conducts rehearsals and presentations of plays, operettas, minstrels, etc.;
Conducts league or tournament games in accordance with the official rules of the game;
Officiates at athletic events such as basketball, baseball, softball, football, volleyball and track, etc.;
Plans with and aids playground leaders in the organization of specialty activities;
Makes up and recommends publicity for special events;
Requisitions needed supplies and materials;
Assumes responsibility for and distributes supplies;
Maintains discipline;
Keeps records and makes reports;
Gives instructions in specialty to leaders so that they can instruct the work with program participants.

Recreation Specialist (Continued)

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: A knowledge of the methods of group instruction used in the specialty activity; the ability to establish a teacher-pupil or a specialist relationship work with the group may be required by the particular activity; the ability to work with groups of all ages; the ability to stimulate interest in the special activity; the ability to talk before groups of people in an interesting and informative manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of two years of high school and completion of a formal course of instruction in the specialty field and at least one season of experience in the conduct or practice of the special activity; (experience obtained as a hobbyist may be substituted for a formal course of instruction using two years of hobby experience as being equivalent to one course of formal instruction) or any equivalent combination of training and experience sufficient to indicate ability to do the work.