



## City of Lake Oswego, Oregon

### Job Description

#### RECREATION SPECIALIST I

**FLSA Status: Non-exempt**

**Union Representation: LOMEA**

**Salary Grade: 115**

**Job Code: 5015**

#### Class Summary

Under general supervision positions in this class are responsible for the development and implementation of assigned focus area and includes programs, classes, or activities. Positions in this class work independently under the direction and supervision of higher level recreation personnel.

#### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Plans, organizes, and supervises assigned programs, classes, and activities; monitors day to day operations to ensure smooth and efficient program delivery
2. Develops and maintains courteous, professional and effective working relationships with employees, clients, vendors and/or any other representatives of the community.
3. Advises management on recruitment and development of part-time, volunteer, and contract employees specific to focus area; actively recruits personnel under direction.
4. Conducts interviews; trains, assigns, and directs the work of part-time, volunteer and contract employees; oversees and provides performance feedback.
5. Ensures program evaluations are conducted, results tabulated and reported; suggests alternative programs.
6. Works with staff, volunteers, community user groups, contractors and individuals in organizing and delivering programs.
7. Maintains program and financial records for each assigned program. Ensures records are accurate and up to date.
8. Assists in the development of budget recommendations for focus area program. Manages assigned program budgets without exceeding stipulated amounts.
9. Evaluates needs, purchases and orders necessary equipment and supplies for programs with approval from Supervisor.
10. Prepares contractual agreements, correspondence, and program materials where required.
11. Prepares routine publicity, including website updates, social media post suggestions, email marketing, flyers, posters, PSAs, etc.
12. Follows City's and Parks & Recreation policies and procedures
13. Performs other duties of a similar nature or level.

## **Sports Recreation Specialists**

### *Sports Coordinator focus:*

1. Responsible for development and implementation of sports programs, classes or activities such as sports leagues, sports drop-in activities, sports lessons, and sports camps. Coordinate with Athletic Field staff on field reservations and maintenance.
2. Develops schedules, makes hiring recommendations, trains staff, conducts activity evaluations and makes suggestions.

### *Golf Coordinator focus:*

1. Responsible for the development and implementation of assigned golf recreation programs, drop-in golf tee-times, golf lesson activities including golf pros, league play, tournaments, equipment rentals, and golf camps. Coordinate with Golf Maintenance staff regarding all course related activities.
2. Develops schedules, makes hiring recommendations, trains staff, conducts activity evaluations and makes suggestions.

### *Tennis Coordinator focus:*

1. Responsible for the development and implementation of assigned tennis recreation programs, drop-in court reservation-times, tennis lesson activities, leagues & tournaments, equipment rentals, and tennis camps.
2. Develops schedules, makes hiring recommendations, trains staff, conducts activity evaluations and makes suggestions.

## **General Recreation Specialists**

### *Fitness Coordinator focus:*

1. Responsible for the development and implementation of assigned fitness recreation programs, group, and independent activities at multiple facilities and park locations.
2. Develops schedules, makes hiring recommendations, trains staff, conducts activity evaluations and makes suggestions.

### *Luscher Farm Coordinator*

1. Responsible for the development and implementation of assigned organic education programs, garden activities, and farm camps.
2. Develops schedules, makes hiring recommendations, trains staff, conducts activity evaluations and makes suggestions.

### *Farmers' Market Coordinator*

1. Responsible for the development and implementation of the Farmers' Market program including vendor solicitation, coordination of booth reservations, parking and logistics, promotion, volunteer and staff coordination
2. Develops schedules, makes hiring recommendations, trains volunteers and staff, conducts activity evaluations and makes suggestions.

### *Teen Program Coordinator*

1. Responsible for the development and implementation of assigned teen activities, and camps. Oversees the Teen Lounge, promotes programs.
2. Develops schedules, makes hiring recommendations, trains staff and volunteers, conducts activity evaluations and makes suggestions.

### *50+ Adult Program Coordinator*

1. Responsible for the development and implementation of assigned adult and older adult activities, and Trips and Tours.
2. Develops schedules, makes hiring recommendations, trains staff and volunteers, conducts activity evaluations and makes suggestions.

### **Aquatics Specialist**

#### *Lifeguard focus:*

1. Responsible for the safety of assigned aquatic program activities participants.
2. Develops schedules, makes hiring recommendations, trains staff, and makes evaluation suggestions.

## **Minimum Qualifications**

### **Knowledge of:**

- Current literature and trends in recreation programming in the assigned area.
- Method of recruiting, assigning and supervising work, motivating, and evaluating performance of part-time and volunteer staff
- Personal computers and related software applications.
- Safety recommendations for equipment use

### **Skills and Abilities to:**

- Ability to develop, promote, schedule and coordinate programs, classes, and events.
- Skilled in oral and written communication.
- Ability to solve problems, organize workloads, and meet deadlines.
- Good interpersonal skills and the ability to establish and maintain effective working relationships with staff and the public
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D; and two years of college in a related field and one year of related work experience; or an equivalent combination of training and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must be CPR and First Aid certified.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Aquatics Specialists

Lifeguards: require Red Cross Lifeguard Certification, CPR/AED and First Aid Training for Professional Rescuers and/or Water Safety Instruction certification

All other focus positions require CPR/AED First Aid Training

## **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*