

**MAJOR FUNCTION**

This is responsible professional and administrative work assisting in the direction of a comprehensive program at a City recreation facility or service center, such as a recreation or senior center or municipal pool, or at a museum. Work is performed under the general supervision of an administrative supervisor; however, the employee must exercise considerable independent judgment and initiative in carrying out assignments.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Assists in planning, organizing and coordinating recreational programs, museum programs and exhibits, social services, outreach and/or activities for groups of varying ages and interests at City recreational facilities and service centers. Assists the administrative supervisor in studies or preparation of reports, purchasing, personnel activities, and other functions in the operation of a recreation or service facility. Helps promote, organize, and coordinate facility activities. May help supervise and direct recreational, health service, counseling, custodial, part-time, and volunteer personnel. May instruct and take part personally in recreational, museum or social service programs. Issues equipment and performs evaluations on results of programs. Assists in preparing the budget for the facility. Assists in the general administration of the facility, including building maintenance and security, and performs related work as required. May function as a special instructor for First Aid, CPR, and Lifeguard Training, etc. May be responsible for the chemical and mechanical operation of a pool.

**Other Important Duties**

May speak to groups concerning the programs offered at the recreation facility, museum or service center. Attends staff meetings, workshops, and conferences. Assists the public with questions about the facility's activities and programs. Act as and on behalf of a Recreation Center Supervisor in his/her absence.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the modern principles and practices of recreation, museum administration and programming, and/or social services, with emphasis in initiating, planning, developing and executing specialized recreational or museum programs and activities at a City recreation facility, museum or service center, including senior services programs. Knowledge of facilities and materials required to carry out recreational or museum programs and special events. Knowledge of policies, procedures and practices of the department. Knowledge of pool operation, maintenance and water safety when applicable. Ability to enforce rules and regulations with tact, firmness, and impartiality and to resolve differences of participants. Ability to use creativity and imagination in the development and execution of recreational or museum programs in a community. Considerable knowledge of the budget process and principles and practices of office management. Ability to supervise, train and guide a staff of subordinates and volunteers. Ability to effectively work with different segments and varying age groups in the community. Ability to present recreational or museum programs effectively, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in leisure services, physical education, recreation, history, art culture, or a related field and one year of experience that includes leisure services, teaching, physical education, recreation, or one year of experience that includes the specialty area in which the vacancy exists (such as pool management, gerontology, non-profit administration, history and/or art culture, or senior services); or a degree in public administration, social work or a related field and two years of experience that includes the specialty area in which the vacancy exists; or an equivalent combination of training and experience.

**Necessary Special Requirement**

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

May be required to obtain or possess specialty certifications related to employment

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