

RECREATION SPECIALIST (City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: The work involves directing and participating in municipal recreation programs. Duties are performed under the direct supervision of the Recreation Program Coordinator. Direct supervision may be exercised over the work of Recreation Leaders and Recreation Attendants. A Recreation Specialist (City of Olean) does related work as required.

TYPICAL WORK ACTIVITIES:

- Carries out the program planned for a recreation facility;
- Organizes groups according to age, interest, and ability;
- Organizes and promotes and direct activities such as playground games, softball, badminton, paddle tennis, nature studies, hikes, arts and crafts, story-telling, dancing, singing, dramatics, quiet games, et al.;
- May give instruction in specialty to leaders so that they can instruct the work with program participants;
- May assist in the organization of and conduct tournaments (basketball, softball, badminton, volleyball, and card and/or table game leagues);
- May assist in the organization and conduct of socials, dances other special events;
- May recruit volunteers for special speaking engagements or seminars;
- May act as an official and maintain order at games and contests;
- May operate a public address system;
- Attends staff meetings to discuss special problems, the inter-playground program, and the community recreation program;
- Distributes, keeps records of and maintains equipment;
- May give first aid;
- Recommends publicity for special events;
- Requisitions needed supplies and materials;
- Maintains discipline;
- Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the organization and conduct of several recreational activities; ability to plan, organize, supervise, and instruct others in the conduct of recreational activities; ability to maintain elementary records; ability to communicate effectively orally and in writing; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one year of seasonal experience in the recreation field.

CATTARAUGUS COUNTY CIVIL SERVICE

