

SENIOR RECREATION ACTIVITY SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a moderately difficult nature involving responsibility for providing direction and guidance in a particular area of activity (e.g. swimming, arts and crafts, music, drama, bowling, golf, dance, etc.). The work is performed under direct supervision of a Senior Recreation Leader, but with considerable independence as to methods of instruction and conduct. Supervision is exercised over Recreation Activity Specialists, Assistants and Aides. Does related work as required.

TYPICAL WORK ACTIVITIES:

Organizes, coordinates and directs an instructional program in a specific area of activity;
Renders program direction and guidance to participants and subordinate instructors;
Evaluates individual and group performance and prepares progress reports;
Trains and supervises activity specialists and aides;
Requisitions, organizes, and maintains an inventory of materials and supplies;
Analyzes degree of program effectiveness and, as appropriate, submits recommendations for improvements;
Maintains records and prepares pertinent reports;
Interviews and recommends staff hiring in the specific area of activity involved.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the specialty skill for which employed; good knowledge of rules applicable to area of specialization; good knowledge of first aid methods and techniques; working knowledge of supervisory techniques; ability to organize and instruct groups; ability to communicate effectively.

MINIMUM QUALIFICATIONS: Completion of a formal course of instruction in the specialty field and two (2) years of experience in the conduct of activity in the specialty field.

NOTES:

1. Two (2) years of extensive hobbyist experience in the field which included instructional experience may be substituted for the formal course of instruction and one (1) year of experience.
2. If duties are to include water safety instruction, a valid Water Safety Instructor certificate issued by the American Red Cross is necessary.