



CITY OF HAWTHORNE
HUMAN RESOURCES DIVISION
RECREATION SPECIALIST

Classification Specification
(Classified)

DEFINITION

Under general direction, performs professional level recreation duties related to the usage of the Memorial Center and the coordination of contract classes, and does other work as required.

SUPERVISION RECEIVED

The Recreation Specialist will report directly to an Assistant Recreation Supervisor or Recreation Supervisor.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Recreation Specialist. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. - Schedules and arranges for the use of the Community and/or Sports Center facilities by civic and commercial groups.
2. - Responds to inquires regarding the use of the Community and/or Sports Center facilities.
3. - Schedules part-time/hourly employees to work evenings and weekends at the Community and/or Sports Center.
4. - Schedules and coordinates children and adult cultural and recreational programs.
5. - Organizes and supervises youth and adult sports programs.
6. - Responds to public inquires related to youth and adult sports programs.
7. - Organizes adult cultural and recreational trips.
8. - Develops departmental brochures and reports for the recreation programs and events.
9. - Works effectively with other city departments, the general public and community agencies.
10. - Assists other staff members as needed.
11. - Performs other related work as required.

MINIMUM QUALIFICATIONS

Education and Experience

1. A Bachelor's Degree in Recreation or closely related field; or
2. An Associate of Arts Degree and one year of recreation experience; or
3. A combination of education and experience necessary to perform the duties of the job.

Knowledge and Abilities

1. - Knowledge of children and adult recreational and cultural programs.
2. - Knowledge of the principles and practices of public relations.
3. - Ability to plan and schedule the use of recreational facilities.
4. - Ability to organize recreational activities and various youth and adult programs.
5. - Ability to communicate effectively both verbally and in writing.
6. - Ability to deal effectively with City officials, employees, the general public and other clientele; and
7. - Ability to work effectively independently or in a team environment.

LICENSING

Must possess a valid California Class C driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee may frequently work outdoors and within an office setting. The employee is frequently required to walk, stand, stoop, kneel and use arms, legs and back to occasionally lift and/or move up to 25 pounds. This position also requires the ability to sit for up to three (3) hours at a time. Will use arms to reach and carry and use hands to operate, finger, handle objects and controls. Vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.