

**RECREATION SPECIALIST I****NATURE OF WORK**

This is professional work developing programs and instructing participants in various games, sports and activities at Regional parks, playgrounds, recreation centers or related recreational areas.

An employee in a position allocated to this class is responsible for developing, instructing and evaluating recreational activities such as after school programs, summer day camps, sports, arts, crafts, drama, dance and various games at specified facilities. Work is performed under the general guidance of the supervisor and is reviewed through reports, on site visits and results obtained.

**EXAMPLES OF WORK**

Plans and formulates a recreation program for a particular facility or interest area.

Secures equipment and supplies needed to conduct planned activity.

Prepares and coordinates schedules, activity rules, information on activity skills.

Assures safety, adequacy and maintenance of facilities and equipment.

Meets with the public, clubs or organizations to further public relations with Palm Beach County.

Directly instructs classes in specific recreational activities.

Evaluates effectiveness of programs and makes recommendations to supervisors.

Prepares news releases and flyers to help publicize programs.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of rules, facilities and equipment needed to conduct specific recreational activities and sports.

Ability to establish and maintain an effective working relationship with the public as well as other Department employees.

Ability to communicate effectively, both orally and in writing.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Recreation, Health and Physical Education or related field; six (6) months experience in organizing and supervising recreation activities; or any equivalent combination of related training and experience.

**NECESSARY SPECIAL REQUIREMENTS**

Depending upon the area of assignment, a Class B CDL License may be required within six (6) months of hire. First Aid/CPR/AED training within six (6) months of hire.