



# southburlington

VERMONT

<b>Job title</b>	<i>Recreation Specialist</i>
<b>Reports to</b>	<i>Parks and Recreation Director</i>
<b>Classification</b>	<i>Non-Exempt Hourly</i>
<b>Salary Grade</b>	<i>Grade 10</i>
<b>Direct Reports</b>	<i>None</i>

## **OBJECTIVE**

This position is responsible for developing and implementing a broad spectrum of community programs, activities and special events.

## **ESSENTIAL FUNCTIONS**

The essential functions are not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, strategizes, develops and facilitates recreation programs for youth, young adults and adults.
- Recruit, coordinate, train and evaluate staff and/or volunteers for recreation programs of all age segments, including camps and programs.
- Collaborate with the Parks and Recreation Director to develop and implement recreational community activities based on goals and objectives.
- Measure programs outcomes by tracking participation, trends, effectiveness and efficiencies.
- Prepare and submit reports as requested.
- Attend regular meetings. Hours based on Programmatic needs. Night and weekend availability are required.
- Ensure all programs and activities comply with department, state and federal safety requirements.
- Commitment to creating equitable programs by addressing racism, sexism and other discriminatory policies, practices and procedures.

## **Education and Experience**

- Bachelor's Degree in Recreation/Recreation Management, P.E. or related field preferred or three (3) years prior work experience.
- Two (2) years' experience in administering rec programs preferred.
- CPRP or CTRS certification preferred.

- Red Cross and First Aid certification required or ability to obtain certification within six (6) months from date of hire.
- Knowledge and understanding of the needs of a diverse community.
- Minimum one (1) year experience with Microsoft Office software.
- Valid driver's license required. Travel to various worksites is required.
- Pre-employment Criminal Background check and Drug Test required.

### **Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Indoor noise level is normal and below .85 decibels. Outdoor noise levels are unpredictable and uncontrollable and can measure at higher than .85 decibels.

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