

PARKS & RECREATION SPECIALIST (GROUP OF CLASSES)
(SEASONAL)*

ARTS & CRAFTS – SWIMMING
ATHLETIC PROGRAMS

GENERAL STATEMENT OF DUTIES: Acts as leader or instructor in a specialized field of recreation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves the teaching or conduct of some specialty as scheduled with considerable freedom as to approach, method and subject material. The position may involve the actual conduct of the activity or the organization and initiation of activity groups and the instruction of recreation leaders in the manner in which the details of the activity are to be carried out.

EXAMPLES OF WORK: (Illustrative only)

Plans playground arts and crafts programs;
Teaches arts and crafts to playground children;
Plans and conducts beginning, intermediate and advanced swimming classes in accordance with the requirements of a recognized life-saving instruction agency;
Conducts junior and senior life saving courses;
Establishes swimming areas and boundaries;
Schedules and conducts special swimming events;
Assigns hours and posts to life guards;
Plans for and organizes choral groups;
Organizes and conducts rehearsals;
Presents concerts;
Acts as accompanist for choral group;
Plays at all rehearsals and presentations;
Organizes, supervises and teaches square and folk dancing;
Conducts classes in ballroom dancing;
Plans and stages square and/or round dances;
Plans and organizes classes in shop work;
Teaches shop work giving both individual and group instructions;
Plans for, organizes and conducts drama groups;
Conducts rehearsals and presentations of plays, operettas, minstrels, etc.,
Officiates at athletic events such as basketball, baseball, softball, football, volleyball, track, etc.;
Plans with, and aids, playground leaders in the organization of specialty activities;
Makes up and recommends publicity for special events;
Requisitions needed supplies and materials;
Assumes responsibility for and distributes supplies;
Maintains discipline;

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EXAMPLES OF WORK – con't.

Keeps records and makes reports;
Gives instruction in specialty to leaders so that they can instruct the work with program participants.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the methods of group instruction used in the specialty activity; ability to establish a teacher-pupil or a specialist relationship with the group as may be required by the particular activity; ability to work with the group as may be required by the particular activity; ability to work with groups of all ages; ability to stimulate interest in the special activity; ability to talk before groups of people in an interesting and informative manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of two years of high school and completion of a formal course of instruction in the specialty field and at least one season of experience in the conduct or practice of the special activity; (experience obtained as a hobbyist may be substituted for a formal course of instruction using two years of hobby experience as equivalent to one course of formal instruction;) or an equivalent combination of training and experience.

NOTE: If the position required possession of an approved Senior Red Cross Life Saving Certificate, possession of the certificate is required at the time of appointment.

Retyped: 5-1-04