**Recreation Specialists (Part-Time)**

**REPORTS TO: Recreation Managers**

**SALARY RANGE: $7.75**

**Qualifications:**

***Education:*** Minimum – Completion of 11th grade. Must be at least 16 years of age. Must be certified in First Aid and CPR.

***Experience:*** Must have previous experience in working with children, supervising athletic activities and/or coordinating games and activities.

***Knowledge:*** Must have working knowledge of principals and practices of facility rules, policies and procedures.

***Duties:***

1. Plan, supervise, and implement any and all facility activities scheduled by the Parks and Recreation staff.
2. Assist in selecting needed materials and equipment.
3. Prepare daily activity and attendance reports
4. Demonstrate creativity and resourcefulness in working with the patrons.
5. Attend monthly staff meetings
6. Distribute necessary paperwork to patrons/parents.
7. Inform staff of any potential or current disciplinary problems
8. Assist or lead group games.
9. Maintain a safe and clean work area.
10. Cleans the facility when needed during operational hours.
11. Sets a positive example for all patrons.
12. Checks all gates and doors at the closing of the facility.
13. Informs the staff when equipment is needed or in need of repair or replacement.
14. Maintains all certifications required.
15. Work any/all special events deemed necessary by immediate supervisor.
16. Perform other duties deemed necessary by immediate supervisor, Parks and Recreation Director and/or Recreation Superintendent.