

NEW CASTLE COUNTY GOVERNMENT

Number 0315

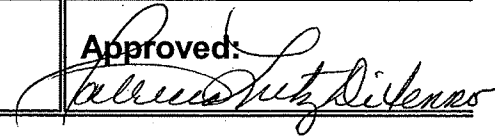
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Date 11/01/03

CLASS SPECIFICATION

Title: RECREATION SPECIALIST

Approved:



GENERAL STATEMENT OF DUTIES: Plans, organizes and initiates special individual recreation or social service programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class administers, coordinates, and plans special recreation activities and related programs and usually supervises an individual recreation program. This employee is responsible for evaluating and recommending appropriate plans for a special recreation program or a social service program. This employee also maintains records, coordinates publicity, and implements program assignments. This employee works under general direction and may supervise part-time specialists, aides, seasonal staff, and volunteers.

EXAMPLES OF WORK: (Illustrative only)

- Supervises full-time and part-time personnel who work in individual programs;
- Develops programs to ensure that the public recreational facilities are used to the best advantage of the County;
- Meets with neighborhood civic associations or other groups to explain and promote the program;
- Recruits volunteers and employees who work in the programs;
- Inventories and orders supplies, equipment, and space to conduct program;
- Promotes programs through publicity and other public relations techniques;
- Develops reports, calendars, charts, and schedules for conduct of programs;
- Maintains schedules, charts, and records for control and management purposes;
- Coordinates and monitors program activities;
- Prepares budgetary requests and recommends amendments to current budget when necessary;
- Writes grant proposals and makes amendments to grants when required;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

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Approved: 

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the modern principles and practices of recreation or social service areas involved; good knowledge of public relations and social organizations; good knowledge of activities, procedures, and skills of modern recreation or social service programs; ability to deal effectively with professional associates, special organizations, and the public; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise employees and volunteers; ability to evaluate situations and take appropriate actions; tact and courtesy; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least one year experience in the administration of social service or recreation programs in the area required by the specific duties and possession of a Bachelor's Degree from an accredited college or university; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/73
Revised: 12/19/80
Revised: 05/15/89
Revised: 03/01/94
Revised: 05/01/99
Revised: 11/01/03