Recreation Specialist
Sports Division

Inter-department/P1 Classification: R85-5

Starting Salary: $18.00/hr. Salary Range: $18.00 - $23.00/hr.

Description: Performs a variety of recreation functions, including planning, organizing and overseeing recreation and sports programs; general interaction with participants and the public. Casual/Seasonal Part-Time positions are hourly and are not eligible for benefits and are limited to working 999 hours in a fiscal year. No full-time regular appointment will be made from this class.

Duties and Responsibilities: Duties may include, but are not limited to, the following:

- Assist with planning and directing a variety of program areas which may include youth sports classes, youth sports camps, youth sports leagues and tournaments.
- Prepare reports, schedule, and other administrative material.
- Promote assigned programs through news releases, public service announcement, and flyers.
- Monitor and adhere to the program budget.
- Supervise assigned temporary staff and/or volunteers; schedule, train and monitor staff relative to assigned duties.
- Promote and enforce safety procedures, including proper use of equipment; render first aid and CPR, if certified, as required.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications: Knowledge of:

- Basic knowledge of modern methods, techniques, principals, and procedures used in the planning and supervision of recreation and sports programs and facilities.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.
- Basic methodology of organizing groups, programs, and services in a recreational setting.
- Administrative procedures and practices including communications, decision making, budget management, and public information.
- Modern office equipment, methods, procedures, and computer hardware and software.
- Report writing techniques.

Minimum Requirements: Enthusiastic, energetic, and mature candidates 18 or older. Communicate well orally and in writing; organize, self-motivated, prioritize and pace duties and tasks; follow oral and
written directions; basic understanding of a variety of Sports Rules; establish and maintain effective, cooperative working relationships with coworkers and the public.

**Education:** High school diploma, G.E.D., some college preferred.

Experience: Previous experience in administering and coordinating recreation program and knowledge of sports is desirable or a related field.

**Physical Requirements:** Frequent sitting, standing, walking, kneeling, bending, stooping, and crouching. Frequent lifting up to 50 pounds. Perform repetitive hand, arm and body movement on a continuous basis. Frequent public and coworker contact, occasional working alone.

**Certificates/Licenses:** Possession of a valid California Class C driver license.

**Hours:** These positions will be flexibly scheduled as needed, generally less than 20 hours per week. Candidates must be available to work nights, weekends, and holidays.

**To Apply:** Complete a City of Folsom employment application. Visit us on the web at [folsom.ca.us/government/parks-recreation/resources-and-services/jobs](http://folsom.ca.us/government/parks-recreation/resources-and-services/jobs).

**Questions:** Contact Penelope Crouse-Feehan at 916-461-6663 or pcrouse-feehan@folsom.ca.us.

Please return application to: Andy Morin Sports Complex
ATTN: Penelope Crouse-Feehan
66 Clarksville Road
Folsom, CA 95630