

City of San José

RECREATION SPECIALIST FT/PT (6114/6115)**CLASS PURPOSE**

Under general supervision, performs work of moderate difficulty in coordinating a major component of a general recreation, education, or membership program. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, coordinates, conducts, and evaluates education, membership, or human services for community wide programs.
- Interacts with citizens, community groups and agencies to identify and determine the needs of the populations being served/
- Plans, monitors and distributes budget resources to specific activities, events, programs, or projects.
- Participates in the preparation of the budget.
- Secures supplies and equipment for programs.
- Participates in the development of resources through fund-raising, solicitations, and co-sponsorships.
- Maintains database of members, solicits new members and renewals, creates promotions or incentives, and provides materials to appropriate staff.
- Recruits, supervises, and trains part-time staff and volunteers. Evaluates the performance of staff and volunteers.
- Maintains financial records of fees collected; prepares reports, proposals, and various letters and memos.
- Conducts registrations and maintains membership data.
- May negotiate contracts, fees, and facilities to provide programs or special events for the population being served.
- Plans, coordinates, and conducts special events, classes, and programs, including negotiating and contracting with instructors, setting fees and charges, acquiring facilities, and evaluating programs and classes.
- Represents institution and makes presentations to the public on site and at other locations.
- Recruits, selects, trains, and evaluates volunteers.
- Coordinates with other staff to fulfill institutional needs for volunteers, staff, and programs.

DISTINGUISHING CHARACTERISTICS

An employee in this class is responsible for coordinating a particular community wide program in support of a larger institution such as Happy Hollow Park & Zoo. The employee works with all staff in a collaborative fashion to the smooth operation of the institution. This class differs from Recreation Supervisor in that the incumbents of the latter class is responsible for overall programs for the communities that comprise a specified geographical region of the City.

This class differs from the next lower class of Senior Recreation Leader in that the latter class focuses on direct-line provision of general recreation service activities targeted for various populations.

QUALIFICATIONS

Minimum Knowledge, Skills and Abilities

- Knowledge of the needs of citizens throughout the community and special populations.
- Knowledge of utilization and organization of volunteer groups.
- Knowledge of principles and practices of supervision and training.
- Knowledge of educational programs as they relate to life sciences and conservation.
- Skill in the use of a variety of computer programs.
- Ability to effectively communicate and interact with people of all ages, abilities, and backgrounds.
- Ability to express oneself clearly and concisely, both orally and writing.
- Ability to utilize community agencies and other non-City resources to enhance the delivery of programs and services.
- Ability to collect and compile data.

Competency Knowledge, Skills and Abilities

- Knowledge of basic budgeting, bookkeeping, and cash handling.
- Knowledge of marketing skills.
- Ability to coordinate, conduct, and supervise a variety of education or membership activities.
- Ability to negotiate contracts, fees, and facilities to provide programs and events for the community.
- Ability to manage volunteer resources effectively.

Education

A Baccalaureate Degree from an accredited college or university in the field of biology, zoology, anthropology, social science, communications, marketing, or closely related field.

Experience

One (1) year experience in coordinating and leading staff and volunteers.

Acceptable Substitutions

One year experience teaching or working at a zoo or museum.

Licenses/Certificates

Possession of a valid State of California Driver's License may be required.

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