



P/T RECREATION SPECIALIST

DEPARTMENT: COMMUNITY SERVICES
GRADE 309

CHARACTERISTICS OF THE CLASS:

Under the general direction of the Recreation Supervisor ii, the incumbent is responsible for assisting in the development, planning and implementation of art and crafts programming and cultural activities. Includes assisting in organizing and promoting art & cultural events and contests, maintaining program and facility safety, and assisting in the supervision of the programs, operations and personnel. Work is reviewed through conferences and written reports for adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Development, planning, organization and scheduling of arts & crafts program for senior population.
2. Assists in coordinating arts & crafts program and other cultural activities and events.
3. Assists with ordering and inventory of supplies and equipment.
4. Assists with the collection and accounting of fees, charges and disbursements; deposits collected monies, assists in maintaining records of revenues, expenses and deposits.
5. Assists with the coordination of center services and the use of the center facilities with groups and individuals; assists with scheduling and supervision of facility use by participant groups.
6. Responsible for program inquiries from the public and class participants.
7. Ability to work well with the geriatric population.
8. Ability to seek monetary and/or product donations from private business and public sector for the advancement of the classes and programs; participate in fund raising events and activities.
9. Perform all other duties as assigned.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School Diploma or G.E.D., with one year of college. One year of experience in arts and crafts programming or a related field, or an equivalent combination of education or experience. Must possess a valid State of Florida class "E" Driver License.

B. Knowledge, Abilities and Skills:

Knowledge of the principles and practices of arts and crafts.

Ability to plan, organize and implement cultural activities and arts & crafts programs.

Ability to establish and maintain effective relationships with employees and the general public.

Ability to work well with the geriatric population.

Ability to communicate effectively, orally and in writing.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 3, 6, 8, 9

Revised 8/2007