



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Recreation Specialist  
**Department:** Parks and Recreation  
**Classification:** 6005  
**Pay grade:** 16C  
**FLSA:** Non-Exempt

**Prepared Date:** 2/15  
**Approved By:** Human Resources



### **Summary**

Performs a variety of professional and administrative work within Parks and Recreation. Plans, organizes, coordinates, implements, directs and evaluates recreation activities or services within a specified program area, providing direct leadership in a part or all of that assignment. Supervises support staff including part-time, seasonal special interest instructors/coaches, and volunteers. Provides facility oversight and or management under the direction of a supervisor.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Coordinates year-round and seasonal recreation staff, special interest instructors/coaches, and volunteers in the development and implementation of community recreation programs and facility operations. Participates in the hiring, training, and evaluating of staff.

Under the direction of a Supervisor, selects, plans, implements and supervises activities, facilities and/or services within a specific program area and/or City facility, to meet the needs of the community in one of the following program areas: tennis, aquatics, cultural arts, center-based, physical activities, special events and special interest activities for customers engaged in recreation programs and co-sponsored programs. Teaches and leads activities as required.

Provides general facility supervision and control at a recreation facility. Assists in facility maintenance and upkeep as required.

Develops and monitors staff work schedules. Prepares and reports hours worked in the preparation of Department payroll.

Supervises and participates in customer service aspects of the operation including point of sale, registration and facility reservations.

Assists in the promotion of recreation programs and facilities, including the preparation of marketing materials and of related communications.

Prepares requisitions and dispenses funds to vendors and contractors as required to facilitate recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel, including but not limited to registrations, reservations, permission slips, purchasing, accidents, and vandalism, etc.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time within employee's span of control.

Solicits ideas and responds to public inquiries about recreation programs made by telephone, correspondence, or during public interactions.

Attends and conducts meetings as necessary with staff and public.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of parks and recreation facilities, facility setup and breakdown, etc.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public. Acts as Department liaison as required for City groups.

Oversees and ensures safety in activities and at facilities. Responds to medical emergencies as required.

Supports and works with other agencies, City Departments and community organizations as required.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Considerable knowledge of the equipment, facilities, operations, practices, rules, regulations and techniques used in a comprehensive community recreation program; considerable knowledge of community recreation needs and resources; knowledge of City and Department policies, procedures, rules and regulations; working knowledge of budgeting practices, working knowledge of the principles and practices of office management, work organization and supervision.

Ability to motivate staff, build teamwork and create a positive work environment; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan, develop, organize, coordinate, analyze, direct and implement a comprehensive community recreation program; ability to utilize a variety of reports and records. Ability to supervise the work of others in a manner conducive to full performance and high morale.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copiers and fax machines. Work is performed both indoors and outdoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

**Minimum Education and Experience**

High School diploma or equivalent.

One (1) year experience coordinating recreation programs to include supervisory experience.

Certified Parks and Recreation Professional (CPRP) certification preferred.

Florida Parks and Recreation Association and/or related program area association/society membership preferred.

Current CPR/First Aid/Defibrillator AED certification.

Valid Florida Driver's License