



Recreation Specialist

Recreation

JOB SUMMARY

This position is responsible for overseeing recreation programming and activities for the County.

MAJOR DUTIES

- Coordinates day-to-day athletic programming for the County.
- Develops, organizes, coordinates, and schedules athletic programs including adult and child sports such as softball, basketball, football, and soccer.
- Recruits, trains, and supervises coaches, volunteers, and participants; evaluates coaches.
- Markets and promotes athletic programs through media and community outreach.
- Leads social media presence.
- Oversees program registration; assigns and coordinates team and coaching assignments.
- Prepares practice and game schedules; hires officials; updates calendar quarterly.
- Prepares, maintains, and orders sporting equipment and uniforms.
- Oversees facility and field preparation and maintenance.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of athletic and recreational programming and services.
- Knowledge of facility and sporting safety requirements.
- Knowledge of physical education and fitness activities.
- Knowledge of facility, grounds, and athletic turf maintenance.
- Knowledge of computers and job-related software programs.
- Skill in the preparation of clear and precise administrative reports.
- Skill in managing volunteers.
- Skill in oral and written communication.
- Skill in interpersonal relations.

SUPERVISORY CONTROLS

The Recreation Director and/or Recreation Maintenance Supervisor assigns work in terms of general instructions. The supervisors spot-check completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include County policies and procedures, safety requirements, and related federal, state, and local laws. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The purpose of this position is to oversee athletic programs for the County. Successful performance helps ensure quality services that meet the needs of the County residents.

CONTACTS

- Contacts are typically with coworkers, other County agencies and employees, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; or to resolve problems; or to motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects.
- The work is typically performed in an office or at athletic fields and facilities. The work is often performed outdoors and exposes the employee to occasional cold or inclement weather.
- Work will be combination of indoor office work and outdoor field and park maintenance. Flexible work schedule.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education, or a combination of education, experience and skills that meet the prerequisites of the position.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Must be 18 years of age and possess a valid Georgia Driver's License.
- Must be knowledgeable of Microsoft Office programs.
- Must be willing to take a drug test and allow a criminal background check.