



## CITY OF BRUNSWICK JOB APPLICATION

<b>Job Title:</b>	Recreation Specialist	<b>FLSA:</b>	Non-Exempt
<b>Department/Div:</b>	Parks and Recreation	<b>EEO-4 Code:</b>	Serv
<b>Reports to:</b>	Coordinators	<b>Date:</b>	10/2023
<b>Supervises:</b>	None		
<b>Pay:</b>	\$17.84		

### JOB SUMMARY

The purpose of this classification is to assist recreational, and athletic programs and activities for the community.

### MAJOR DUTIES

1. Supervises volunteers, sports officials, or other workers involved in recreational/athletic programs and activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with staff, assists with complex/problem situations, and provides technical expertise.
2. Plans, coordinates, and assists in conducting various youth/adult activities involving sports leagues, recreational activities, day/after-school camps, and other programs; develops schedules for programs/activities.
3. Conducts program/activity registration; receives completed registration cards and reviews for completeness; enters participant registration data into computer database; maintains records of attendance in daily camp activities.
4. Organizes and coordinates sport events, teams, practices, and games; assigns players to teams; maintains current team rosters; coaches various sports; submits notices of team statistics to the coordinator for publication.
5. Coordinates activities of sports officials, coaches and scorekeepers, schedules/assigns staff to ensure adequate coverage of events and activities; processes documentation to certify coaches through GRPA; maintains current list of coaches; processes time sheets and payroll documents for sports officials.
6. Organizes and assist after-school camp programs; operates passenger van to pick up youth after school and transport to camp facilities; assists youth with homework;

- prepares misbehavior reports, discipline forms, and accident reports; answers questions from parents/youth; plans and implements arts/crafts activities, cooking activities, indoor/outdoor games, rainy day activities, educational activities, and field trips; conducts head lice inspections.
7. Organizes and assists with day camp programs for students; greets campers and parents; assists staff with lessons and activities; works to improve self-esteem and independence of campers through socialization activities and group work.
  8. Schedule class times.
  9. Collect any fees that must be paid for activities.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of work safety guidelines.
2. Skills in oral and written communication.

#### **SUPERVISORY CONTROLS**

The coordinator assigns work in terms of general instructions. The coordinator spot-checks completed work for compliance with procedures, accuracy, and propriety of the results.

#### **GUIDELINES**

Guidelines include department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related parks maintenance duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to participate in the maintenance of Howard Coffin Parks. Success in this position contributes to the provision of a safe and well-maintained environment for city employees, residents, and visitors.

#### **CONTACTS**

- Contacts are typically with co-workers, other city personnel, and members of the public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.
- Work is typically performed outdoors, occasionally in cold or inclement weather. The employee is exposed to dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent required.
- Prior experience required.
- Basic first aid training.
- Ability to multitask.
- Passion for community development.
- 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.

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