

# CITY OF TUALATIN

## Classification Description

**Job Title:** Recreation Program Specialist  
**Department:** Community Services - Recreation Division  
**Reports To:** Parks and Recreation Coordinator  
**FLSA Status:** Non-Exempt

**SUMMARY:** Organizes, monitors and leads recreation programs, activities and special events in partnership with schools, other governmental agencies, non-profit organizations, and the private sector.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Prepares budgets for approval, and conducts programs in coordination with the Parks and Recreation Coordinator, and other department and outside program partner staff, to offer programs, activities, and special events.

Works with Parks & Recreation Coordinator, and consults the Tualatin Youth Advisory Council, the Tualatin Park & Recreation Committee, and others to identify program needs in the community.

Prepares and distributes advertisement and publicity materials and displays for the promotion of recreation programs, activities and special events, including use of the City's web site, newsletter, school publications, media and other communication sources.

Carries out special projects through community contact, including public appearances and coordination with community groups, individuals, schools and the media.

Participates in professional development activities. Participates on various boards and cooperative groups as assigned. Communicates policies to employees, volunteers and patrons.

Schedules programs or activities, presenters, rooms, equipment and materials.

Creates registration systems and registers participants, collects fees and maintains records of participation.

Assists in the preparation of grant applications, conduct of related programs, and required record keeping.

Assists in the formation of innovative partnerships with schools and other governmental agencies, non-profit organizations, and private interests for the benefit of recreation programs, activities and special events.

Oversees recreation programs, activities and events, including set-up/take-down of materials, equipment and supplies, and monitoring of behavior.

Drives to events, job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.

**SUPERVISORY RESPONSIBILITIES:** Supervision of other employees is not generally a responsibility of this position. May act as a lead worker in directing activities of staff and volunteers and assist in coordinating independent contractors in the provision of recreation programs and activities.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following competencies:

Project Management - Develops plans; Coordinates projects; Communicates changes and status.

Customer Service - Solicits customer feedback to improve service.

Oral Communication - Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read/interpret written information.

Planning/Organizing - Prioritizes and plans work activities; Plans for additional resources; Organizes or schedules other people and their tasks.

Safety and Security - Observes safety/security procedures; Uses equipment/materials properly.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Language Skills:** Ability to communicate effectively in oral and written form. Ability to effectively present information to a wide range of individuals in written and/or oral format. Strong interpersonal skills.

**Reasoning Ability:** Ability to organize and prioritize multiple tasks and duties. Ability to be flexible and adapt to changing priorities. Ability to organize and present ideas and recommendations clearly and concisely, both orally and in writing.

**Technology Skills:** Ability to operate a personal computer. Working knowledge of word-processing, spreadsheet, scheduling, and desktop publishing software. Experience using audiovisual equipment and other technologies used in a recreational program setting.

**Special Skills:** Ability to work independently. Ability to work with all age groups, especially youth and their parents. Ability to plan and implement various age-appropriate programs and activities. Ability to develop and present outreach programs through developing effective relationships with community groups, schools, and other organizations. Ability to deal with several functions simultaneously. Ability to maintain effective working relationships with supervisors, co-workers, volunteers, and contracted service providers.

**Special Requirements:** Ability to travel (infrequently) by major carrier, and must be 21 years of age. Possession of, or ability to secure possession of within six months, a valid driver's license. The successful candidate will be required to undergo an extensive reference and background check.

**EDUCATION and/or EXPERIENCE:** At least two years of college education in a related field and one year of recreation program, activities and special event planning. Knowledge of the philosophy and objectives of the parks and recreation profession, and of the purpose, use, and benefit of various elements of specific programs. Any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above qualifications.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level is usually moderate, but can be loud.

The position requires extensive public and staff interaction. Duties of this position will be performed in both indoor and outdoor environments, where there may be moderate to high noise levels. Duties of this position require a willingness to work nights, weekends, and holidays.