

ORANGE COUNTY CLASS SPECIFICATION

TITLE: RECREATION SPECIALIST (SEASONAL) **GRADE:** 99

TITLE ABBREVIATION: REC SPEC (SL) **TITLE NO.:** 6830

JURIS.CL: NC **SALARY CODE:** 11 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: PARKS, RECREATION AND CONSERVATION **DIVISION:** RECREATION

SUPERVISOR'S TITLE: RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for organizing and teaching special activity areas in an outdoor educational day camp program. The incumbent instructs or conducts activities that will develop skills in such areas as biology, earth science, astronomy, geology, arts and crafts and games. The work is performed under the general supervision of the Recreation Supervisor with wide leeway to exercise independent judgment as to appropriate methods of instruction. General supervision is exercised over the work of Recreation Leaders (Seasonal). Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans programs in designated areas of activity skills;
2. Directs Recreation Leaders in the conduct of specific programs;
3. May instruct Recreation Leaders in special activity areas;
4. Assists the administrative staff in the planning and organization of specific activities;
5. Controls the distribution of supplies and equipment;
6. Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of special activity areas; good knowledge of the methods and techniques of group organization and instruction; ability to plan and coordinate the work of others; ability to stimulate and maintain the interest of camp participants; ability to express oneself clearly and concisely both orally and in writing; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- a) Possession of a New York State Department of Education Teacher Certificate; OR
- b) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree and one season of work experience conducting special activities or instruction.

SPECIAL REQUIREMENT: Must possess, at time of appointment, and maintain a valid driver's license.

NOTE: May be required to present a current certification for water safety, first aid or CPR which is acceptable to the appointing authority.

REVISED: 6/15/80
REVISED: 5/16/90
REVISED: 4/28/98 kmg
REVISED: 6/8/99 kmg
REVISED: 9/10/03 AG
REVISED: 05/20/04 AG
EEO CODE UPDATE: 7/19/12