

**RECREATION SPECIALIST II**  
**(Preschool Teacher and After School & Youth Camp Technician I)**

*This position description is intended to present a descriptive list of the range of duties performed by employees in the class. This description is **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, organize, lead, and coordinate a wide variety of indoor and outdoor recreational and educational activities of an Afterschool Program.

- Preschool Teachers generally start at Step A of the pay scale.
- Afterschool Technician I generally start at Step B of the pay scale.

**IDENTIFYING CHARACTERISTICS**

Incumbents are appointed to this classification in a Temporary Part-Time status in support of seasonal and year-round recreational programs.

**REPRESENTATIVE DUTIES**

*In addition to the Recreation Specialist I duties, Recreation Specialist II typical duties include, but are not limited to:*

1. Assisting with planning, delivering, and leading program activities as needed.
2. Interacting and leading participants in arts, crafts, games, and sports.
3. Supporting the planning and implementation of specialized activities, instructor plans, programs, and events.
4. Assisting with curriculum development and planning weekly schedules.
5. Checking in participants.
6. Scheduling, coordinating, and chaperoning field trips.
7. Organizing, teaching, guiding, and directing activities for youth.
8. Assisting with scheduling, training, leading, and directing staff and volunteers.
9. Answering questions and addressing inquiries and concerns from the general public and program participants.
10. Interacting with the general public and vendors participating in recreation activities.
11. Organizing and directing event activities for the Suisun community.
12. Providing site facilitation, maintenance, and upkeep.
13. Assisting with set-up and take down of equipment, materials and supplies in support of community events.
14. Ensuring compliance with Departmental policies and safety procedures.
15. Requisitioning, distributing and inventory of supplies (minor equipment assembly may be required)

**DUTIES BY PROGRAM**

- **Pre-School Teacher** – Stimulate interest while teaching and supervising program activities such as social activities, organized games, special events, arts and crafts, drama and sports; maintain positive student and parent relationships and follow corrective action procedures; maintain a clean, orderly and pleasant classroom experience; notify appropriate staff of any issues with regard to site maintenance, children and parents, and make recommendations as necessary; plan weekly lesson plans, monthly calendars and newsletters; assist with and maintain annual budget and purchase of supplies and equipment.

- **Afterschool Technician I** – Assisting with planning and leading program activities; interacting, leading, and supervising youth in arts, crafts, games, and sports; performing participant check-in, reception duties; assisting with equipment set-up, take down and housekeeping; chaperoning participants on field trips, opening and closing facilities.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Basic knowledge of understanding of the preschool aged child with regard to interests, skills, special needs, recreational activities and program planning of such activities.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Modern office equipment, methods, procedures and computer hardware and software.

Principles and techniques of first aid and CPR.

Principles and practices of safety management.

Basic report writing techniques, as needed.

Operations, services and activities of assigned recreation activities and programs.

Group recreational and social activities.

Basic rules, regulations and equipment used in various recreational activities.

Appropriate safety precautions and procedures within the area of assignment.

### **Ability to:**

Lead a variety of activities and apply knowledge to an actual preschool program and the children present. Supervise, train, and evaluate assigned temporary staff.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if needed.

Learn to operate a computer as necessary to perform job duties.

Understand and carry out written and oral directions, as well as maintaining accurate and up to date records.

Operate equipment used in assigned recreational program.

Implement activities in support of assigned recreation program.

Effectively handle and diffuse disruptive behavior among program participants.

Meet and deal tactfully and effectively with program participants and the public.

Maintain records and prepare reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines:**

#### **Education/Training:**

Pre-School Teacher: High School diploma or equivalent, and completion of twelve (12) college units in Early Childhood Development.

Afterschool Technician I: High School diploma or equivalent and expected to meet one of the following Paraeducator/Instructional Assistant qualifications, as determined by the Fairfield-Suisun Unified School District:

- An associates degree from an accredited college or university;
- or completion of 48 semester units;
- or a certificate of completion of a Paraeducator course;
- or passing the Paraeducator Proficiency Exam administered by a local school district.

CITY OF SUISUN CITY  
Recreation Specialist II (*Continued*)

**Experience:**

Pre-School Teacher: Two (2) years of work experience in a preschool setting.

Afterschool Technician I: No experience required. Some experience or participation in recreation or sports programs or working with youth is desirable.

**License or Certificate:**

Possession of an appropriate driver's license may be required of some positions.

The ability to obtain a CPR, First Aid and AED certificate may be required.

TB testing is required of positions assigned to work with the Fairfield-Suisun Unified School District (FSUSD). Repeat testing may be required annually, depending on FSUSD requirements.

**Special Requirements:**

Must be 18 years of age or older.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed in an indoor or outdoor recreational environment and may include travel from site to site; exposure to inclement weather conditions.

**Physical:** Primary functions require sufficient mobility for walking, standing, running, stooping, reaching, bending, and climbing; light, moderate or heavy lifting, pushing, pulling, and carrying.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.