

## RECREATION SPECIALIST I

**(After School/Youth Camps, Special Events, Facility/Sports Field Attendant, Senior Programs, Marina Attendant, Front Desk Attendant, Pre-School Aide & PAL Program Attendant)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **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 recreation activities at parks, playgrounds and community centers including after-school programs, day camps, sports, special events, and senior events. Incumbents assist with activity planning, implementation, and evaluation. Incumbents may be considered subject area specialists or program generalists and will guide recreation activities of children, teens and adults requiring frequent public contact with good public relations etiquette. With experience, incumbents are able to transition into lead roles providing independent general administrative and onsite program support to the department.

### **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**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

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)

*Recreation Specialist I staff may work in a variety of program areas.*

### **DUTIES BY PROGRAM**

- **Special Events-** Duties may include, depending on program assignment(s): interacting with the public and vendors participating in recreation and community activities; assisting with planning and leading program activities as needed; facilitating arts, crafts, games, and sports; performing participant check-in, reception duties and cash handling duties; assisting with large equipment (stage and booth) set-up, take down and housekeeping; opening and closing facilities. As

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

experience is gained, may provide administrative and onsite program support; assisting with training, leading, scheduling and directing staff; organizing and directing event activities for the community; preparing written and verbal reports and correspondence which may include drafting advertisements and social media posts for Coordinator review; requisition of supplies; and facility equipment upkeep.

- **After School & Youth Camps-** Duties may include, depending on program assignment(s): assisting with planning and leading program activities as needed; 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.
- **Senior Programs-** Assist with the delivery of activities including health education, fitness, socialization, nutrition, and enrichment opportunities. Accompany seniors on excursions which may involve driving a city vehicle. As experience is gained, assist with planning and coordination of activities including health education, fitness, socialization, nutrition, and enrichment opportunities.
- **Front Desk Attendant** – The Front Desk Attendant provides a variety of office support activities including, but not limited to, answering phone calls, checking participants into their respective programs, taking program registrations and facility reservations, collecting fees and handling money, light cleaning, data entry and organization, recordkeeping, and providing good customer service to patrons using the facility.
- **Marina Attendant** – Provides assistance and information to marina customers, in person and by telephone; performs marina related inspections and boat checks including seaworthiness boat checks and improvement verifications; performs boat measurement and appearance inspections; monitors dock conditions, checks seawall and other dock infrastructure, and clears debris from Suisun City waters; performs impound and auction related activities; interprets applies and explains policies, regulations, codes and procedures relating to slips, moorings and dock structures; assigns space for visiting vessels, calculates and collects fees; maintains inventory and operates marina equipment.
- **Facilities & Sports Field Attendant – Joe Nelson Community Center** - Duties may include, depending on program assignment(s): site facilitation; performing participant or event rental check-in and reception duties; opening and closing facilities; general janitorial services including but not limited to sweeping, mopping, vacuuming, bathrooms, room set-up and break-down.
- **Facilities & Sports Field Attendant – Lambrecht Sports Complex-** Duties include field preparation by dragging, chalking, placing bases, hole filling, safety checks, restroom opening/closing as well as restocking and general cleaning. Duties also include working in concessions, stocking, preparing, and selling food during tournaments and league play.
- **Pre-School Aide** – Pre-School Aides assist Pre-School Teachers with teaching fundamental cognitive, emotional, social, and physical skills to children three to five years old. Duties may include assisting with planning and leading program activities; interacting, leading, and supervising youth in arts, crafts, games, and sports; performing participant check-in and reception duties; assisting with equipment set-up, take down and housekeeping; chaperoning participants on field trips, opening and closing facilities.
- **PAL Program Attendant** – PAL (Police Activities League) Program Attendants work with Suisun City’s PAL Program and with area teenagers ages 13-19 to implement educational and recreational activities including: tutoring, sports, games, mini-excursions, competitive activities,

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

contests, seminars, and special events and provide general support to the program's Recreation Supervisor.

**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:**

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:**

Operate equipment used in assigned recreation 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 simple 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:**

Current high school students are eligible to apply. Must be at least 16 years old, in good standing and have a valid work permit. High school diploma and some college-level coursework in Recreation, Physical Education, Early Childhood Education, or a closely related field are desirable.

Afterschool Program: Depending on assignment, some positions may require a high school diploma or equivalent and be expected to meet one of the following Paraeducator/Instructional Assistant qualifications, as determined by the Fairfield-Suisun Unified School District: a minimum of an AA degree or higher; 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.

PAL Program Attendant: High school diploma or equivalent. Some training or college level coursework in education or recreation programs is preferred.

**Experience:**

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

Front Desk Attendant: No experience is required. Prior customer service experience with public contact, and experience in Recreation, Early Childhood Education or working with seniors demonstrating work ethic, responsibility and reliability is desirable.

Marina Attendant: No experience is required. Some work experience with boating and fishing, as well as cash handling is desired.

Facilities and Sports Field Attendant: No experience is required. Some work experience in custodial and facility operations is desirable.

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

Pre-School Aide: No experience is required. Prior experience in a classroom setting or working with preschool aged children is desirable.

Senior Programs: No experience is required. Some experience or participation in recreation or sports programs or working with seniors is desirable.

PAL Program Attendant: No experience is required. Six (6) months of experience in education or recreation programs is preferred.

**License or Certificate:**

Possession of a California Class C driver's license and the ability to obtain a CPR, First Aid and AED certificate may be required.

The Marina Attendant may require a California Boaters Card.

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:**

PAL Program Attendant: Must be able to work irregular hours, including weekends and evenings on an occasional basis.

**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. PAL Program Attendants must be able to lift, push, and carry up to 20 lbs.

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

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