



The City Beautiful

City of Coral Gables Job Description

Job Title: Recreation Specialist/Adult Services **Prepared Date:** 11/15
Department: Community Recreation **Approved By:** HR/CM
Classification: 0634
Pay grade: 16C
FLSA: Non-Exempt



Summary

Performs a variety of professional and administrative work within Adult Services division in Community Recreation Department. Plans, organizes, coordinates, implements, directs and evaluates activities or services within the Adult services program area, and typically, providing direct leadership in a part or all of that assignment. Supervises support staff which may include: part-time, year-round and seasonal recreation staff, special interest instructors/coaches, and volunteers. Provides facility oversight and or management under the direction of a supervisor.

Essential Duties and Responsibilities

Coordinates year-round and seasonal recreation staff, special interest instructors/coaches, and volunteers in the development and implementation of Adult services programs and Adult Activity Center facility operations. Participates in the hiring, training, and evaluating of staff.

Under the direction of a Supervisor, selects, plans, implements and supervises activities, facilities and/or services within the Adult services program area and Adult activity Center facility, to meet the needs of the community. Teaches and leads activities as required.

Provide general facility supervision and control at the Adult Activity Center. Assists in facility maintenance and upkeep as required.

Develop and monitor staff work schedules. Prepare and report hours worked in the preparation of Department payroll.

Supervises and participates in customer service aspects of the operation including point of sale, registration and facility reservations. Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Assists in the promotion of recreation programs and facilities, including the preparation of marketing materials and of related communications.

Prepare requisitions and dispense funds to vendors and contractors as required to facilitate Adult services programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel, including but not limited to registrations, reservations, permission slips, purchasing, accidents, and vandalism, etc.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time within employee's span of control.

Solicits ideas and responds to public inquiries about Adult services programs made by telephone, correspondence, or during public interactions.

Attend and conduct meetings as necessary with staff and public.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of facilities, facility setup and breakdown, etc.

Promotes interest and provides information regarding Adult services programs to City officials, other Community Recreation officials, community service groups, other City Departments, and the general public. Acts as Division liaison as required for City groups.

Oversees and ensures safety in activities and at Adult Activity Center. Responds to medical emergencies as required.

Support and work with other agencies, City Departments and community organizations as required.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Considerable knowledge of the equipment, facilities, operations, practices, rules, regulations and techniques used in a comprehensive Adult Activity Center program; considerable knowledge of Adult Services and Adult Recreation needs and resources; knowledge of City and Department policies, procedures, rules and regulations; working knowledge of budgeting practices, working knowledge of the principles and practices of office management, work organization and supervision.

Ability to supervise employees; ability to motivate staff, build teamwork and create a positive work environment; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers; ability to plan, develop, organize, coordinate, direct and implement a comprehensive community recreation program; ability to coordinate, analyze, and utilize a variety of reports and records.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is performed both indoors and outdoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Bachelor's degree in recreation, leisure service, education, physical education or related field from an accredited four year institution.

Minimum two years of experience coordinating Adult activity programs to include supervisory experience.

Certified Parks and Recreation Professional (CPRP) certification preferred.

Florida Parks and Recreation Association and/or related program area association/society membership preferred.

A comparable amount of training or experience may be substituted for the education requirement.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Current CPR/First Aid/Defibulator AED certification or the ability to obtain within the first six months of employment.

Valid Florida Driver's License