

RESOLUTION NO. 56-2014

Adopting the Job Description for the Position of
Part-Time Recreation Specialized Staff II.

WHEREAS, City Council wishes to adopt a job description for the position of Part-Time Recreation Specialized Staff II;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Part-Time Recreation Specialized Staff II (Class Specification No. 241) as attached hereto be and the same is hereby adopted.

SECTION 2. That the Clerk of Council be and hereby is instructed to record this Resolution in full in the appropriate record book.

Adopted December 1, 2014

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council

CITY OF WORTHINGTON
POSITION DESCRIPTION

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| POSITION TITLE: PART-TIME RECREATION SPECIALIZED STAFF II | CLASS: No. 241 |
| Department: Parks & Recreation | |
| Date: December 1, 2014 | Title Revised: |
| Reports To: Recreation Superintendent | Updated: |

General Statement of Duties

Under the direction of the Recreation Superintendent, Senior Center Manager, or other designated full-time staff, the Part-time Specialized Staff II have advanced certifications and are responsible for planning, organizing, promoting, conducting, and evaluating specialized recreation programs and related work as required. This is primarily an instructional position, which includes administrative work necessary to provide quality programs. Work is performed independently with general guidance.

Essential Functions of the Position:

- Plans, conducts, and instructs specific recreation programs;
- Maintains equipment and facilities used in recreation programs;
- Orders and maintains program supplies and inventory; and
- Contributes to promotional efforts, news releases, brochures, newsletters, and reports.

Knowledge, Skills and Abilities:

The distinguishing characteristic of this category is the possession of specialized skills, training, or certification as required and/or providing instruction in activities or areas which are activity specific and more difficult to staff;

Possession of specialized certifications and training that are above and beyond those required for Part-Time Specialized Staff I and necessary for the successful instruction of high level recreation programs;

Ability to instruct in a specific recreational interest area or areas. These areas include but are not limited to drama, dance, music, fine arts, early childhood activities, aerobics, and fitness.

Ability to maintain effective relationships with staff and public to promote and maintain high morale and enthusiasm;

Ability to express oneself and communicate to the public and co-workers clearly and accurately; and

Ability to work flexible hours including weekends and evenings as necessary and scheduled.

Minimum Requirements of the Position:

Graduation from an accredited college or university with a major in physical education, recreation, sports-management, or closely related field; or demonstrated ability and experience in leading specific recreation activities.

Specific documented training or certifications demonstrating advanced skills above and beyond those in the Part-Time Specialized Staff I position.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. You may be asked by supervisors or managers to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 56-2014; Effective December 1, 2014