CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**PART-TIME RECREATION SPECIALIZED STAFF**		**CLASS: No. 201**
Department:	Parks & Recreation		
Date:	July 2, 2012	Title Revised: 1997	
Reports To:	Recreation Superintendent	Updated: 2012	

General Statement of Duties

Under the direction of the Recreation Superintendent, Marketing and Outreach Supervisor, Senior Center Manager, or other designated full-time staff, the Part-time Specialized Staff is responsible for planning, organizing, promoting, conducting, and evaluating specialized recreation programs and related work as required. This may be an instructional position, which includes administrative work necessary to provide quality programs, or an administrative support position that requires specialized skills. Work is performed independently with general guidance.

Essential Functions of the Position:

Plans, conducts, and instructs specific recreation programs and special events needed;

Maintains equipment and facilities used in recreation programs;

Orders and maintains program supplies and inventory;

Prepared promotional articles, news releases, brochures, newsletters, and reports; and

Develops specific program budgets.

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;

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; or the ability to manage specialized work such as graphic design, building supervision and specific administrative projects.

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.

Possession of a valid Ohio Commercial Driver's License to operate department vans and buses as necessary and applicable to the program.

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.

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. 22-2012; Effective July 2, 2012