

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
RECREATION SPECIALIST**

DEFINITION:

Under supervision of the Administrator of S.E.R.R.F., the Recreation Specialist will develop and implement recreational plans/activities and projects that support the intent of the S.E.R.R.F Expanded Learning Program grant for participating school sites in Tehama County.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

Recreational Plan:

Plans, develops and implements a recreational plan of activities at each of the participating school sites; supervises, monitors, and evaluates the implementation of the recreation plan and offers recommendations when appropriate; attend in-service training and conferences as approved by the Program Director; in coordination with the Program Director and Site Coordinator, plans, schedules, and supervises educational field trips. Drive frequently for department business.

School Site Coordination:

Provides in-service trainings to volunteers and site coordinators at all participating sites and introduces new program activities, equipment, and materials to staff; works with site coordinators to create a schedule of activities and volunteer/paid staffing; collaborates with site coordinators to facilitate programming and adapts recreation programs to meet the needs of individual school sites; visits each of the participating school sites during expanding learning program hours on a regular basis.

Communication:

Interprets recreation services to the public; participates in community meetings; identifies community recreation resources for implementation in the expanding learning program.

Record Keeping:

Monitors and maintains an inventory of all recreational supplies; consults with Program Director regarding purchase of recreation materials.

QUALIFICATIONS:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described; bachelor's degree in recreation and parks management, nutrition or related field desirable; at least two years' experience in a recreational setting, including program coordination; experience coordinating/managing levels of staffing; valid California driver's license and evidence of insurance.

Knowledge of: Current policies, principles, techniques, strategies, goals, and objectives of public education; methods, techniques, procedures, and strategies concerning the teaching and assessment of students; innovative and creative curriculum and instructional trends, including state and county standards; basic concepts of child growth and development, and developmental behavior characteristics; and student behavior management strategies and techniques.

Skill and Ability to: Plan, organize, develop, and conduct a comprehensive recreation component for an expanded learning program; provide specialized resource support and coordination for a creative and innovative expanded learning program.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves a combination of sitting, walking, and standing, but may involve running for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: February 2017