



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION RECREATION SPECIALIST

DEFINITION:

Under supervision of the Administrator of the SERRF Expanded Learning Program, this position will develop and implement recreational plans/activities and projects that support the intent of the program 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:

- Plan, develop and implement a recreational plan of activities at each of the participating school sites.
- Supervise, monitor, and evaluate the implementation of the recreation plan and offers recommendations when appropriate.
- Attend in-service training and conferences as approved by the Administrator.
- Plan, schedule, and supervise educational field trips in coordination with the Administrator and Site Facilitator.
- Drive frequently for department business.

School Site Coordination:

- Provide in-service trainings to volunteers, site coordinators and frontline staff at all participating sites and introduce new program activities, equipment, and materials. Follow up with modeling and coaching opportunities for all staff.
- Work with site coordinators to create a schedule of activities and volunteer/paid staffing.
- Collaborate with Site Facilitators to assist in creating and adapting recreation programs to meet the needs of individual school sites.
- Visit each of the participating school sites during expanding learning program hours on a regular basis.
- Assist in recruitment and hiring of SERRF staff and volunteers, including student assistants.

Communication:

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

Record Keeping:

- Monitor and maintain an inventory of all recreational supplies; consults with Program Director regarding purchase of recreation materials.

Supervision:

- Development and implementation of student assistant program.
- Recruit, hire, and supervise student assistants in a variety of activities.
- Coordinate training between student assistant and site personnel, make changes when necessary.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described.

- Bachelor's degree in recreation and parks management, nutrition or related field desirable.
- Minimum least two years' experience in a recreational setting, including program coordination.
- Experience coordinating/managing levels of staffing.



Tehama County Department of Education
Job Description
Recreation Specialist

Official: ND
Effective: 03/23/2021

- 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.

ABILITY TO:

- Maintain confidentiality.
- 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 demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Frequently required to stand, walk, sit, and reach with hands and arms.
- Occasionally required to stoop, kneel, crouch, or crawl.
- Must be able to exert up to 10-25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work involves sitting most of the time, but may involve running, walking, or standing for some of the time.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate equipment, and work with various materials and objects.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

<i>HRS Office Use Only</i>	
Created: <u>July 26, 2013</u>	Revised: <u>March 23, 2021</u>
APPROVED	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u>March 23, 2021</u>	