

**Job Title**

Recreation Specialist

**Job Description****RECREATION SPECIALIST**

The Recreation Specialist to work in their Parks & Recreation Department. This position is responsible for planning, organizing, coordinating and overseeing a variety of leisure, recreational and educational programs, activities and events for various age groups with an emphasis on athletic programming. The successful candidate will coordinate, lead and/or monitor programs conducted at greenways, parks, playgrounds, gyms, athletic fields and other sites within the City. The position will also be responsible for recruiting, contracting with and overseeing the work activities of contractual instructors and vendors to ensure quality programming delivery.

Must be knowledgeable of the philosophy and objectives of municipal recreation and the methods and techniques of program and event planning and administration. Should be skilled in developing and coordinating a variety of programs and events to meet community needs and interest. Must be able to work independently and manage multiple projects, ensuring timely completion of work.

Qualifications include any equivalent to bachelor's degree in recreation, leisure studies or related field and two years recreation/athletic programming. Must be a Certified Parks & Recreation Professional through the National Parks & Recreation Association and the State Association, or eligible. CPR/AED Certified or ability to obtain. Valid Driver's license required.