

RECREATION SPECIALIST (TOWN OF CANANDAIGUA)

Arts & Crafts
Drama - Music
Dancing - Shopwork - Sports Official

DISTINGUISHING FEATURES OF THE CLASS: This position involves the teaching or conduct of some specialty as scheduled with considerable freedom as to approach, method and subject material. The position may involve the actual conduct of the activity or the organization and initiation of activity groups and the instruction of recreation leaders in the manner in which the details of the activity are to be carried out. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans playground arts and crafts program;
Teaches arts and crafts to playground children;
Plans beginning, intermediate and advanced swimming classes in accordance with the requirements of a recognized life-saving instruction agency;
Conducts junior and senior life-saving courses;
Establishes swimming areas and boundaries;
Schedules and conducts special swimming events;
Assigns hours and posts to lifeguards;
Plans for and organizes choral groups;
Organizes and conducts rehearsals;
Presents concerts;
Acts as accompanist for choral group;
Plays at all rehearsals and presentations;
Organizes, supervises and teaches square and folk dancing;
Conducts classes in ballroom dancing;
Plans and stages square and/or round dances;
Plans and organizes classes in shop work;
Teaches shop work giving both individual and group instructions;
Plans for, organizes and conducts drama groups;
Conducts rehearsals and presentations of plays, operettas, minstrels, etc.;
Conducts league or tournament games in accordance with the official rules of the game;
Officiates at athletic events such as basketball, baseball, softball, football, volleyball, track, etc.;
Plans with and aids playground leaders in the organization of specialty activities;
Makes up and recommends publicity for special events;
Requisitions needed supplies and materials;
Assumes responsibility for and distributes supplies;
Maintains discipline;
Keeps records and makes reports;
Gives instruction in specialty to leaders so that they can instruct the work with program participants.

Continued on Page 2

RECREATION SPECIALIST

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: A knowledge of the methods of group instruction used in the specialty activity; the ability to establish a teacher-pupil or a specialist relationship with the group as may be required by the particular activity; the ability to work with the group as may be required by the particular activity; the ability to work with groups of all ages; the ability to stimulate interest in the special activity; the ability to talk before groups of people in an interesting and informative manner.

MINIMUM QUALIFICATIONS: EITHER:

1. High school graduation or possession of a high school equivalency diploma; OR
2. Two seasons of experience working in an organized recreation program.
3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

REVISED: JULY 6, 2010

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE