

**Town of Richmond - vacancy**  
**Salary range \$40,000/yr-\$50,000/yr negotiable based on experience**

RECREATION SPECIALIST (Group of Classes)

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

MINIMUM QUALIFICATIONS: EITHER:

1. High school graduation or possession of a high school equivalency diploma; OR
2. Two (2) seasons of experience working in an organized recreation program.

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

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 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 recommend 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.

FULL PERFORMANCE KNOWLEDGE, 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.

REVISED: 7/6/10; 2/25/20

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE

Ontario County job description adopted by the City of Geneva on March 13, 2018.