



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 976.3

Job Title: **RECREATION SPECIALIST**

Pay Grade: 12

GENERAL SUMMARY:

Plans, develops and coordinates citywide recreational activities at neighborhood community and regional recreation centers.

RESPONSIBILITIES:

- Markets both fee-paid programs and non-payable programs.
- Oversees on-going activities sponsored by the center. Organizes special events such as children's' clubs, field trips, games and tournaments. Instructs and coordinates new programs and activities, including youth and adult classes.
- Sets-up and decorates center for special events such as luncheons and dances.
- Produces weekly reports to monitor activities and program participation.
- Assists in the facility and equipment maintenance of sustaining the center such as reporting repairs and malfunctions.

SPECIFICATIONS:

KNOWLEDGE:

An Associate's degree in physical education, art or a related field is required. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Three months of experience in recreation or education are required.

Full time recreation or educational experience may be substituted for the above education requirement on a year-to-year basis.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Recreation Assistant
Recreation Specialist
Senior Recreation Specialist
Recreation Supervisor

Effective: October 1990

Revised: January 2015