

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Specialist
Reports to: Program Manager
Position Status: Part Time
Pay Status: Hourly

JOB SUMMARY

The Recreation Specialist who through specialty training, experience and/or certification provide complete program supervision including planning, development, advertising, and implementation for complex programs such as sailing and pottery.

ESSENTIAL JOB FUNCTIONS

1. Develop program feasibility study.
2. Help develop program description for advertising.
3. Ensure all materials and resources are available for program.
4. Coordinate with appropriate staff and volunteers to implement program.
5. Lead program activities.
6. Perform follow up functions such as post program evaluation.
7. Attend extra training sessions and clinics to stay abreast of latest trends in specialty area.
8. Other duties as assigned.

QUALIFICATIONS

- Minimum age – 18
- Significant experience in related area of activity.
Examples:
 - Five or more years of working ceramics experience for Pottery
 - Four or more years of experience sailing and operating small craft on the water for Sailing
- Current certifications in the recreation area as needed
 - Examples – US Sailing Small Boat Level 1 (or higher Instructor Certification, CDC Online Concussion Training Certification, Washington State Boater’s Education Card, and for Sailing Instructor as well as pass the District’s Boating Swim Test.
 - Degree in Ceramics
 - USA Gymnastics Certifications
- Current CPR, AED and First Aid certification.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Flexibility, a positive attitude, enthusiasm and excellent problem-solving skills preferred.
- Must have experience as a leader or supervisor of others.
- Detailed working knowledge of specialty area.
- Ability to sequentially develop program schedule.
- Ability to work harmoniously in a group and to interact with the public in a positive and courteous manner.
- Demonstrated punctuality and reliability in work habits.

- Willingness to accept supervision and to communicate effectively with supervisors.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Depending on the specific program, work is performed both indoors and outdoors using Park District public or private water or recreational areas. Though most programs operate during the day, a few camps meet in the evenings and/or overnight. Programs and trips may be out of reach of cell phone coverage.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Recreation Specialist must be in good physical condition must be physically able to assist participants and participate in activities.
- Must be able to perform physical requirements of programs at the most rigorous level.
- May experience exposure to extended periods of sun, snow, rain, cold temperatures, wind, water and potentially uneven terrain that may contain trip hazards.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift and carry up to 50 pounds.
- Hours will vary depending on the program schedule and may include early morning, weekend and evening shifts.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature