

League City, Texas Job Description

Classification Title	Recreation Specialist – Aquatics / Athletics
Job Code	PR15
FLSA Status	Non-Exempt
Pay Grade	106

GENERAL SUMMARY

The purpose of this job is to create, implement, and evaluate recreational programming for League City and surrounding area residents. Provides support and management of activities, programs and functions at recreation facilities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Creates and evaluates recreation and sports programs and activities, with a primary focus on aquatic and athletic programming; researches and recommends activities for programming; plans activities timelines; and schedules dates for registrations and meetings.
- Purchases equipment and supplies for activities and programs; maintains inventory control.
- Communicates and implements procedures for staff and volunteers.
- Creates rosters for instructors, staff, coaches, and volunteers.
- Acts as Manager on Duty by supervising recreation staff and programs; training and supervising seasonal staff and program coordinator.
- When supervising recreation facilities, addresses customer complaints, facility issues, and maintenance and custodial needs; oversees financial transactions at the front desk; and reconciles income reports at the end of each shift.
- Oversees scheduling of programs and rentals in multiple parks and facilities during the Manager on Duty shift.
- Enters program details in recreation software for online and in-house registration; manages registration wait list; develops reports; and maintains records.
- Assists custodial staff with program/event set up as needed.
- Assists front desk staff as needed.
- Addresses issues with programming, scheduling and general public inquiries. Processes facility rentals and program registrations.
- Assists with or implements special events.
- Performs related work as required.

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MINIMUM QUALIFICATIONS

- Associate's degree from an accredited college or university or two years of college in Parks, Recreation and Leisure Studies or a related field.
- At least three (3) to five (5) years of parks recreation experience.
- *Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.*
- Valid Texas Driver's License
- Certified Pool Operator (May be obtained up to 6 months after start date)

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- City and department policies, procedures, and practices
- Objectives and principles in public recreation program planning
- Methods and practices in developing, planning, and promoting public recreation programs and special events
- Recreation software program, program activities, special events and facility locations
- Rules, safety and compliances for programs and activities
- Cash handling policies and program/activity schedule
- English grammar, spelling, punctuation
- Modern office procedures, methods and computer equipment

Skill in:

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships
- Performing a variety of duties, often changing from one task to another of a different nature
- Teaching rules and procedures of various games and sports
- Organizing and maintaining large groups
- Planning and coordinating projects
- Prioritizing, monitoring, and reviewing work assignments.

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Ability to:

- Meet schedules and deadlines of the work
- Communicate effectively, both orally and in writing
- Understand and carry out oral and written directions
- Plan, organize and implement recreation programs and activities that meet the needs of the community
- Supervise recreation program participants
- Respond quickly and effectively in an emergency situation
- Prepare clear and concise written reports
- Respond to requests or inquiries from the general public
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate		x	
Individuals with known violent backgrounds	x		
Extreme cold (<i>below 32 degrees</i>)	x		
Extreme heat (<i>above 100 degrees</i>)	x		
Communicable diseases		x	
Moving mechanical parts	x		
Fumes or airborne particles	x		
Toxic or caustic chemicals, substances or waste	x		
Loud noises (<i>85+ decibels</i>)		x	

PHYSICAL DEMANDS

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.

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- The position involves medium physical demands, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Date created:	10/23/17
Dates revised	04/28/2022