

**CITY OF GROTON
POSITION DESCRIPTION
RECREATION SPECIALIST I**

Position Title: Recreation Specialist I
Department: Parks and Recreation
Reports To: Playground Director or Playground Supervisor
Contract: Seasonal
Approval Date: February 1, 2018

SUMMARY

The Recreation Specialist I, under the direct supervision of the Playground Director or Playground Supervisor, assists in the planning and supervising of recreational activities for the City of Groton Parks and Recreation.

ESSENTIAL FUNCTIONS AND DUTIES

1. Supervises and delegates duties to recreational assistants. Must maintain contact with Recreation Assistants and participants while on site and on field trips.
2. Develops new and original ideas relating to specific activities for program participants.
3. Teaches basic fundamentals and concepts relating to various recreational activities and informs the Recreation Assistants of planned activities. May be asked to participate in activities when applicable.
4. Maintains accurate record of attendance and equipment inventory.
5. Informs the Playground Supervisor of any issues or needs in regard to participant attendance and program equipment.
6. Maintains accurate records of field trip information and informs parents/guardians of any updates to planned activities.
7. Follows all safety rules and regulations and maintains a safe environment for program participants.
8. Must be flexible to adapt to situations that arise from working with children.
9. Must be flexible in adapting to tasks required by your supervisor.
10. Performs all other related duties as assigned by the Playground Director or Playground Supervisor.

EDUCATION AND EXPERIENCE

High school diploma or equivalent.

One (1) year of education in recreation, physical education or other related field is preferred.

Must have one (1) year experience as a Recreation Assistant or any equivalent combination of experience and training.

CERTIFICATIONS

Must possess and maintain as a condition of employment, proof of successful completion of Adult/Child/Infant Cardio Pulmonary Resuscitation and basic first aid certification.

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KNOWLEDGE, SKILLS AND ABILITIES

Knowledgeable in the principles and practices of recreational activities and use of recreational equipment.

Basic knowledge in the fundamentals, techniques, rules and regulations pertaining to playground activities and special events conducted at the playground program.

Knowledge instructing groups of children concerning playground activity participation.

Ability to develop and maintain effective relationships with co-workers, program participants and members of the general public.

PHYSICAL DEMANDS

While performing the duties of this position, the individual is frequently required to talk, hear, sit, stand, walk, stoop, use hands and fingers, reach with hands and arms. The individual must be able to lift up to twenty (20) pounds.

WORK ENVIRONMENT

The work is performed in a building, a pavilion or outdoors. The individual is exposed to the elements of the weather.

I have read and understand my position description.

EMPLOYEE'S SIGNATURE

DATE