

08-17-1983

RECREATION SERVICES REPRESENTATIVE, 2467

Summary of Duties : Assists the professional recreation staff by planning, organizing, promoting and conducting various special recreation programs for senior citizens and other community groups; and does related work.

Distinguishing Features : A Recreation Services Representative assists professional recreation staff at a local recreation center or in city-wide programs by planning, organizing, conducting and promoting specific programs or activities, usually for members of the community whose participation in regular recreational activities is limited, such as senior citizens, ill and handicapped persons.

A Recreation Director, by contrast, has a considerably larger scope of responsibilities, is in charge of a recreation center or major program segment at a very large recreation center, and may direct and coordinate the work of one or more Recreation Services Representatives assigned to a recreation center.

The work of a Recreation Counselor differs in that it is concentrated on delinquent and predelinquent youth and includes the enforcement of rules of conduct at recreation centers.

The work of a Recreation Assistant, by contrast, is broader in scope, involving direct assistance to professional recreation staff and personal instruction of recreation center patrons in a wide variety of sports, arts or crafts. Employees of this class normally work on a part-time basis.

Examples of Duties : At a local recreation center or in a specialized central unit, assists professional recreation staff by planning, organizing, conducting and promoting specialized programs for citizens of the community who cannot participate fully in sports or other regular recreation programs, for example, senior citizens and ill or handicapped persons; personally contacts prospective participants in the community to encourage participation in particular programs or to obtain survey data on their recreational interests and needs; plans and develops specialized recreational programs to meet these needs including an analysis of: number of prospective participants, their recreational needs and the manner in which the program will meet these needs, community resources for promoting the program, and an estimate of required recreation center space, personnel and equipment; contacts public service agencies or other parties for referrals of prospective participants; prepares promotional material for release through various organizations and news media; contacts organizations and news media representatives to solicit their cooperation and submit prepared promotional material; acts as a group leader, or guide, to conduct special programs such as field trips, theater parties, tours to local points of interest, game tournaments and talent contests; may coordinate the formation of new senior citizen clubs or assist members

of existing senior citizen clubs in developing new activities and attracting new members; may contact schools, local police, or representatives of various public service or other government agencies to solicit contributions of services, facilities or equipment; and may occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications : A good knowledge of the methods of promoting, organizing, conducting and personally leading various special recreation activities such as field trips, game tournaments or talent contests; a working knowledge of special recreational needs of one or more of the various community groups such as senior citizens, some of whom cannot participate fully in sports or other regular recreation programs; a working knowledge of program, personnel and equipment resources of local recreation centers, schools, and public services agencies as they relate to groups involved in special recreational programs; the ability to promote, organize, conduct and lead special recreational activities; and the ability to deal tactfully and effectively with prospective participants, recreation center staff, other employees, and representatives of news media, schools and various government and private agencies.

Two years of experience in planning, organizing or conducting recreational, educational, training or counseling activities for a private or governmental organization is required. One year of education in a recognized college or university may be substituted for one year of the above experience.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform lifting up to five pounds and occasionally over fifteen pounds; good speaking and hearing ability; and good eyesight.

Persons with handicaps may be capable of performing the duties of some of the positions in this class. Such determination must be made by the medical examiner on an individual basis.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.