



City of North Charleston Vacancy Notice

Position: RECREATION SPECIALIST (PROGRAMS)

Department: Recreation

GENERAL STATEMENT OF POSITION

Under general supervision, plans and supervises the activities of children participating in after-school and summer camp programs. Performs related duties as required. **Full job description attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by three to six months of experience in recreation programming, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities

Posted: 07/21/2021

Deadline: **Until Filled**

Janie E. King, IPMA-SCP, SHRM-SCP
Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	RECREATION SPECIALIST (PROGRAMS)	Job Code:	515
Core Comp Group	PART-TIME	FLSA:	PART-TIME
Pay Grade:	201		
Effective Date		Revision A: Risk	LHM 07/21/2021
Revision B:		Revision C:	
FOR DEPARTMENTAL/OFFICE USE ONLY			
Dept.	Recreation	Dept. #	700
Location:		EM Status:	
Reports To:	Assigned Supervisor		

Summary Objective

Under general supervision, plans and supervises the activities of children participating in after-school and summer camp programs. Performs related duties as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Plans and supervises the activities of children participating in after-school and summer camp programs.
- Provides assistance with homework as necessary.
- Plans and leads games, sports activities, arts and crafts activities.
- Maintains required records and prepares related reports.
- Inspects facilities and equipment for safety and proper condition, requests maintenance work as necessary.
- Takes appropriate steps to ensure the safety of all citizens that utilize department property and facilities and take part in any activity offered by the department.
- Performs all work in compliance with all applicable policies, procedures, regulations and standards of quality and safety.
- May provide training and leadership of co-workers as assigned.
- Receives and responds to public / participant inquiries, concerns and complaints.
- Attends meetings, training, workshops, etc., as necessary to enhance job knowledge and skills.
- Receives and reviews various records and reports including program registrations, schedules, etc.
- Refers to policy and procedure manuals, safety manual, equipment manuals, game rules, etc.
- Operates a variety of equipment such as a computer, printer, typewriter, copier, telephone, etc.
- Uses computer and clerical supplies, first aid supplies, arts and crafts supplies, sports paraphernalia, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other department personnel, co-workers, volunteers, program participants, parents and the general public.
- Answers the telephone; copies and files documents and performs other routine clerical work as necessary.
- Performs related duties as required.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

RECREATION SPECIALIST (PROGRAMS)

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the Recreation Department as they pertain to the performance of duties of the Recreation Specialist.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Skilled in planning and supervising recreational activities for children and adolescents.
- Ability to develop and maintain an effective rapport with children and adolescents and to maintain order and discipline as necessary to ensure the safety of all participants.
- Ability to offer assistance to co-workers, volunteers, co-workers and employees of other departments as required.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to prepare required reports with accuracy and in a timely manner.
- Knowledge of the terminology and various professional languages used within the department.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by three to six months of experience in recreation programming, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Exposure to extreme heat / cold, odors, machinery hazards, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License

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Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.