

CITY OF CHATTANOOGA

Classification Specification Title: Outdoor Program Specialist

Department: Parks and Outdoors

Pay Grade: GS.08

Supervision Received From: Recreation Program Coordinator FLSA Status: Non-Exempt

Supervisory Responsibility For: Recreation Specialist

Established: 7/1/21

Revision Dates: 3/12/25

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for planning, instructing and facilitating daily outdoor and adventure recreation activities for diverse populations including children, adults and seniors in skill areas such as: flat-water canoeing, lake kayaking, whitewater kayaking, archery, top-rope climbing and belay, bicycle commuting, mountain biking, multi-day backpacking, and hiking.

Duties include organizing, instructing, training, and supervising others, including full-time, and part-time outdoor recreation staff and volunteers, in skill-based outdoor activities at city-wide facilities and field operations on adjacent public lands; approving program plans as they align with division goals and safety requirements, scheduling staff members, conducting administrative tasks such as program attendance reports, reserving facilities and creating marketing materials; assisting with grant writing, budget, and researching for new and existing programs, serving on City committees and attending local neighborhood meetings as a representative of the City; utilize city vehicles for program transportation; collect fees for programs or facilities usage and may train and oversee volunteer staff. Work is performed with moderate supervision.

SERIES LEVEL: The Outdoor Program Specialist is a stand alone classification.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Assists in planning, preparing, coordinating and facilitating a wide variety of recreational events, classes and/or activities which may include supervising patrons; recruiting volunteers; reserving facilities and/or transportation; procuring supplies; scheduling events, classes and/or activities; developing promotional and marketing materials; preparing rosters; setting up sites; monitoring events and/or performing other related activities.

Lead guided outdoor recreation trips and programs for a variety of ages and abilities, including transportation of program participants and equipment.

Deliver programs off-site, including outside of the city limits in partner counties and states, on various blueways and trails.

Attend and complete regular outdoor recreation required training to ensure safety of the program and participants.

Handles emergency situations in accordance with established policies and procedures.

Demonstrates understanding of group process and dynamics.

Provides a safe and fun environment for participants, including the physical and emotional safety of participants.

Performs tasks related to routine day-to-day operations including inventory maintenance activities and monitoring sites and facilities for potential safety hazards.

Responds to requests for information or complaints over the phone and in person regarding recreation programs, processes, procedures, events and/or activities.

Serves as a liaison with program participants and sponsors.

Registers participants for programs, events and/or classes; receives and processes applications and fees; maintains related records and information.

Oversight of the division's technology including program registration software and inputs, program hotline, and designated program field technology.

Supports the scheduling of staff and volunteers in programs, including evening and weekend shifts.

Supervises during field activities and meets regularly with Outdoor Recreation Specialist staff, temporary staff, and volunteers.

May prepare fiscal reports of program revenues.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information.

May be required to use, carry and answer their cell phone as determined by their job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in outdoor recreation management, tourism, sports management or related field and three (3) years of increasing responsibility in outdoor and adventure recreation, health and wellness, and/or recreation program management; or any combination of equivalent experience and education.

Skills Certifications: Retains certification (or equivalent expertise/proficiency) in a minimum of 2 outdoor disciplines or 1 outdoor discipline, group facilitation, or team building to operate as a lead trainer for those programs.

Examples ACA canoe/kayak instructor, Leave No Trace Master Educator, Outdoor Leadership, American Mountain Guides Association (AMGA), Professional Climbing Instructors Association (PCIA), NOLS (National Outdoor Leadership School), Outdoor Educator, Lifeguard, IMBA (International Mountain Biking Association), Association for Challenge Course Technology (ACCT), CTRS (Certified Therapeutic Recreation Specialist).

LICENSING AND CERTIFICATIONS:

Ability to obtain First Aid/CPR Certification or certifications specific to area of assignment.

Class D driver's license.

SUPPLEMENTAL INFORMATION:

Knowledge of basic recreation operations in assigned areas of responsibility; record keeping methods and procedures; customer service principles; modern office procedures and inventory maintenance principles.

Skill in providing customer service; using a computer and related software applications; maintaining records; operating modern office equipment; monitoring and maintaining inventory; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, extreme temperatures and intense noises.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.