

# CITY OF CHATTANOOGA

## Classification Specification Title: Outdoor Recreation Specialist

**Department: Parks and Outdoors**

**Pay Grade: GS.05**

**Supervision Received From: Recreation Program Coord.**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

**Revision Dates: 4/2/25;**

**10/20/23; 2/13/17**

### 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 and instructing skill based outdoor activities; conducting administrative tasks such as program attendance reports, reserving facilities and creating marketing materials; assisting with researching, and developing activities for new and existing program, 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 Recreation 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.

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.

Performs routine clerical work.

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

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:

Must have a Class D driver's license.

Must be able to lift up to 50 pounds.

First Aid/CPR Certification required and must be current. Preference given to Wilderness First Aid certification or greater.

Required to carry a personal mobile phone with current carrier service.

Regional knowledge of local outdoor resources is preferred.

Flexible schedule including evenings and weekends.

Documented experience in guiding and programming of skill based adventure recreation; or two years of direct work experience in outdoor recreation is preferred,"or any combination of equivalent experience and education."

Skills Certifications preferred (examples: ACA canoe/kayak instructor and Leave No Trace Master Educator)

LICENSING AND CERTIFICATIONS:

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

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, and the general public, 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.