

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Recreation Specialist**

**Department: Parks & Outdoors and Community Development Pay Grade: GS.05**

**Supervision Received From: Various**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 6/29/07**

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

**9/16/24; 10/20/23; 1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for instructing and participating in daily recreation and art activities for diverse populations including children, adults and seniors. Duties include coaching and/or officiating sporting events; organizing and leading outdoor activities; conducting administrative tasks such as creating program attendance reports, reserving facilities and creating marketing materials; may collect fees for programs or facilities usage and may train and oversee volunteer staff. Work is performed with moderate supervision.

### **SERIES LEVEL:**

The Recreation Specialist is a stand-alone position.

### **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; 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.

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):**

Grant coordinator for Southeast Tennessee Area Agency on Aging and Disability (SETAAAD), attend SETAAAD meetings and conferences. Schedule annual Health Promotion classes and evidence-based workshops. These classes and workshops provide participants with structured activities that include group discussions, problem-solving, skill building, assertiveness training, videos, sharing practical solutions, and exercise training.

**MINIMUM QUALIFICATIONS:**

Three (3) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered; or any combination of equivalent experience and education. Examples of relevant experience include recreation programming work and outdoor recreation instruction in areas such as whitewater kayaking.

**LICENSING AND CERTIFICATIONS:**

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

**KNOWLEDGE & SKILLS:**

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. Extreme temperatures.

**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.