



City of Blue Lake

Parks and Recreation Specialist I & II

Definition: Under the direction of the assigned supervisor; the Recreational Specialist assists in planning, promoting, and facilitating a variety of recreation and leisure programming for community residents of all ages; including facility and equipment maintenance duties, in addition to performing all other related duties as assigned.

POSITION CHARACTERISTICS:

Recreation Specialist I: This is the entry-level class in the Parks & Recreation series. This class is distinguished from the Recreation Specialist II by assisting in the performance of routine tasks and duties assigned to positions within the series while gaining knowledge and abilities. As experience is gained, assignments become more varied and are performed with greater independence. Incumbents may advance in this series to a Recreation Specialist II classification upon meeting performance standards and requirements established for the position.

Recreation Specialist II: This is the journey-level class in the Recreation Specialist series that performs the full range of duties required to ensure that City recreation program(s) to which assigned are maintained in a safe and effective working condition and provide the highest level of safety and enjoyment for public use. This class is distinguished from Recreation Specialist I by the performance of the full range of more complex duties. This class requires only general direction or assistance as new or unusual situations arise and employees are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF DUTIES:

- Implements City of Blue Lake policies, procedures, rules and regulations
- Involvement in a wide variety of recreation and leisure programs, including skate program, camps, drop-in activities and/or sports, special events, and other programs and activities as assigned
- Providing excellent customer service and fostering a welcome environment for all guests, participants and/or residents
- Operate the concession and/or front admission counter by greeting customers and accurately processing sales using the point-of-sale (POS) system
- Communicates specific program, activity suggestions and needs to assigned supervisor
- Public relations with individuals and groups, including answering phones, making reservations, and taking messages for other staff members
- Maintain files and records; including a clean, organized, and functional facility, park, kitchen and office environment; including the completion of all required forms, reports, and/or logs
- Assists with taking inventory for recreation programs, including concession and merchandise supplies; ensuring concession inventory is rotated using the First-In, First-Out (FIFO) method and monitoring expiration dates to ensure all food/beverage products remain within approved use dates
- Stock concession shelves, refrigerators, freezers, and storage areas to ensure adequate inventory levels; including notifying supervisors of low inventory levels
- Prepare a variety of food and beverage items using approved recipes, preparation methods, portion sizes, and food safety standards
- Make routine checks of recreation facilities to ensure the safety and cleanliness of the premises; including during facility rentals and/or special events
- Monitor recreation facilities for needed repairs and/or maintenance/improvements, and relay hazards and/or repairs needed to assigned supervisor immediately
- Monitoring facility during public and private skate programming; including roller skating

EXAMPLES OF DUTIES (continued):

- Maintaining a clean and sanitary kitchen environment, including knowledge and implementation of all applicable food safety standards, and assisting in efficient operation of concession services during Parks & Recreation programs and events
- Works with supervisors and the public to assist in planning, scheduling and implementing a wide variety of special events, meetings, sports tournaments and/or other activities involving the use of City facilities
- Provides oversight of program and activity supplies in accordance with City policies and goals to ensure compliance with departmental expectations and budgetary parameters
- Assists supervisors in creating, distributing and displaying a wide variety of flyers, brochures, schedules, media, and other promotional materials designed to publicize the City's recreational and leisure activities to the community; including specials, concession items, and theme nights
- Ability to operate and maintain various recreational equipment, music systems, cash registers, computers, and other miscellaneous office equipment
- Responds to a wide variety of requests from the public for information and/or assistance; including registering program participants, verifying valid activity waivers, documenting concerns from program participants or guests, and relaying information and/or concerns to supervisors when appropriate.
- Performs all other related duties as assigned

REQUIREMENTS:

- Must be certified in First Aid and C.P.R or complete within 90 days of hire date
- Must have valid CA Food Handler Card or complete within 90 days of hire date
- Must be willing to work evening and/or weekends
- Must be willing to be fingerprinted, live scanned, background checked and cleared prior to hire.

Knowledge of: Administration and implementation of recreational programs, events and activities; including maintenance of recreational facilities and park grounds

PHYSICAL & OTHER DEMANDS:

- Must possess mobility to work in the field; including standing for extended periods; frequently walking and/or roller skating. Must possess mobility to bend, stoop, kneel, crouch, reach, and lift supplies. Employees regularly use kitchen utensils, cleaning equipment, food preparation equipment, and point-of-sale systems. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds and occasionally more with assistance. Finger dexterity is required to operate kitchen equipment, prepare food, operate computer equipment, perform facility maintenance tasks and process transactions.

ENVIRONMENTAL ELEMENTS:

Employees are exposed to loud noise levels, cold and hot temperatures and inclement weather conditions. Employees may interact with upset staff and/or public and private representatives, in interpreting and enforcing departmental policies and procedures.

EQUAL OPPORTUNITY EMPLOYER:

The City of Blue Lake is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.

STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.