

CLASS SPECIFICATION  
RECREATION SPECIALIST  
SENIORS

**JOB PURPOSE**

Under general supervision, organizes, coordinates and supervises the Scotts Valley Senior Center and seniors activities through adult recreation activities and programs; publicizes programs; and does related work as required. Plans, implements, promotes, and directs senior programs and activities including special events and classes.

**EXAMPLES OF DUTIES**

**Essential Duties:**

- ~ Provide on-site direction of Senior Center and activities.
- ~ Maintains control of Senior Center equipment and inventory.
- ~ Assists in planning and developing future senior center improvements and recreational programs.
- ~ Assists in preparing budget estimates for assigned programs, publicity and various reports and correspondence.
- ~ Prepare news releases, flyers, brochures and other publicity for recreation programs and events.
- ~ Organize and direct activities related to various programs.
- ~ Assist with organization and implementation of special events, sports, recreation activities and tournaments.
- ~ Assist in recruitment of special instructors and volunteers.
- ~ Meet and work with community groups to promote and explain programs.
- ~ Schedules use of recreation programs and assist with program registration.
- ~ Solicit community support and contributions.
- ~ Supervision of part-time personnel.
- ~ Operate personal computer using registration, word processing and desk top publishing programs.
- ~ Responsible for facility upkeep;
- ~ Maintain program and facility safety standards;
- ~ Prepare reports on various aspects of the recreation programs;
- ~ Assist with department and citywide events.

**Marginal Duties:**

- ~ Performs related work as required.

**EMPLOYMENT STANDARDS**

**Education, Experience and Licenses:** Requires education, training or experience equivalent to a AA degree with major course work in recreation or related field; two years of experience with senior programs is preferable; and possession of a valid California motor vehicle operator's license required.

**Ability to:** Plan and develop senior programs; interact courteously and effectively with staff, officials and the public; work irregular hours to accommodate public needs; follow oral and written instructions and work independently; prepare reports and publicity as required.

**Knowledge of:** Principles and techniques of organizing and directing a variety of senior and recreation activities.

***CITY COUNCIL APPROVAL DATE:*** September 4, 2002