

City and Borough Sitka, Alaska

Class Specification

Class Title	Recreation Activity Specialist
Class Code Number	3500
FLSA Designation	Non-Exempt
Pay Grade and Range	24
Effective Date	10-31-2023

General Statement of Duties

Facilitates and coordinates community Recreation and Education programs and activities using school and CBS facilities and fields.

Distinguishing Features of the Class

The primary function of this position is to work as a member of a team to plan, coordinate, schedule and provide onsite supervision and scheduling for recreation, sports, and community education programs for Sitka residents. This position will assist in the coordination and scheduling of part-time building attendants, temporary staff and volunteers. The nature of this work requires an employee to build and maintain positive and effective relationships with other city employees, school staff, and the public. Duties of this position, while primarily in an indoor setting, will also be responsible for scheduling, and/or coordinating sports and other activities in an outdoor setting which may include adverse weather conditions. Due to the nature of the work this position will require the employee to work a nonstandard schedule to include evening and weekend hours.

Examples of Essential Work (Illustrative Only)

- Plans, organizes and supervises city league sports, community recreation activities and open gyms.
- Coordinates and schedules the use of school facilities for community use in compliance with school and city policies.
- Assists in the scheduling of public recreation facilities, including fields and other facilities as needed.
- Works directly with the public to process registrations and permits for activities and facility use requests.
- Oversees school facilities in compliance with policies to insure a safe, secure, and positive environment for scheduled activities.

- This position is responsible for collecting user fees, which will include handling incoming money in person and in online registration.
- Duties include setting up equipment such as volleyball nets and standards, basketball, soccer, roller-skates and other equipment.
- This position is the primary person responsible for coordinating sports leagues which includes scheduling games and facilities, coordinating with the referee's association, school staff, and ensuring that safe equipment is provided for games.
- This position will provide a full range of administrative functions including collecting and processing user fees and permits, preparing reports, data-based management, data entry, interface with CBS Finance Department and other administrative tasks as assigned.

Required Knowledge, Skills and Abilities

- Ability to communicate in an effective positive manner with the public, students, community members, CBS and school staff both orally and in written communications.
- Ability to coordinate recreation programs including scheduling of adult sports leagues, youth, and adult programs, etc.
- Ability to follow procurement guidelines and properly code purchases necessary for program operations.
- Ability to perform a wide variety of duties and responsibilities under pressure.
- Knowledge of and ability to use a wide variety of computer programs including Microsoft Office 365, programs for scheduling and registration, and other applications as needed.
- Ability to collect user fees, and knowledge of proper cash handling procedures.
- Ability to follow detailed instructions for securing and lockup of school and CBS facilities and timely reporting of maintenance needs.
- The ability effectively manage inappropriate behavior in a respectful manner

Acceptable Experience and Training

- Bachelor's degree in recreation or related field preferred and two years of recreation program experience or related field.

Required Special Qualifications

- Certification in first aid and CPR is required or should be completed within 30 days of hire.
- Training in child abuse safety and mandatory reporting within 30 days of hire.

Essential Physical Abilities & Workplace Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform assigned tasks.
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to prepare reports in hardcopy and electronic form.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various recreational sites throughout the City and Borough.