

Jurisdictional Class: Competitive; Non-Competitive when Part Time or Seasonal  
Adopted: March 8, 1989  
Revised: May 23, 2018

**RECREATION ACTIVITY SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the instruction and/or conduct of some special area of activity (i.e., arts and crafts, music, drama, dance, sports, fitness, weight training, etc.). An employee in this class teaches and develops various skills in specific activities on an individual basis or in small or large groups. The position may involve the organization and initiation of activity groups and classes as well as the actual conduct or instruction of the activity, and is responsible for the maintenance of any equipment used in such activity. The work is performed under direct supervision with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinates and volunteers. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, organizes, conducts, and/or instructs programs in fitness, arts and crafts, music, drama, dance, aquatics, nature, social recreation, sports and games, snowshoeing, sailing, gymnastics, or some other special activity or skill;

Plans and sets-up activities and classes;

Maintains and stimulates interest of participants during activity;

Assists in planning special events;

Maintains and is in charge of all supplies, equipment, and materials storage;

May be responsible for the requisition and distribution of supplies, equipment, and materials;

May be required to officiate at sports events;

May produce and direct plays, pageants, or operettas;

May organize and conduct rehearsals;

May conduct fitness classes (i.e.: pilates, yoga, spin, powerstep, etc.)

May teach gym patrons proper fitness techniques with free weights, cardio equipment, and nautilus machines;

May teach the playing of musical instruments;

May organize and instruct hobby clubs;

Administers basic first aide when necessary;

Keeps records and makes reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of specialty skills;

Good knowledge of the methods of group organization and instruction used in the specialty activity;

Ability to plan, teach, and direct program participants;

Ability to develop a good working relationship with groups and individuals of all ages;

Ability to stimulate and maintain interest of program participants;

Ability to supervise the work of others;

Tact and courtesy;

Sound judgment;

Willingness to work evenings and weekends.

## Recreation Activity Specialist

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:** Appointing agency may require training and/or Certification in the specialty field or experience in the teaching or participation of the specialty field.