

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 001054
Grade S-8**

RECREATION ASSISTANT VIII

DEFINITION OF CLASS:

The employee in this class administers, implements, and evaluates a specialized area of programming requiring technical knowledge and abilities in one or more disciplines. Work requires on-site supervision of part-time paid and volunteer staff, specialized knowledge and skills, and integration of services and community relations. Work is performed under career staff supervision.

EXAMPLES OF DUTIES: (Illustrative Only)

Activity Specialist VIII

- Develops a comprehensive plan and implements, supervises and evaluates seasonal, specialized activities and programs ranging from high adventure skills, senior travel, drama, nature, and arts and crafts; and multidisciplinary programs for senior citizens to include leisure, health, wellness, and educational activities.
- Responsible for ordering special supplies, leading and supervising special events activities for large scale or County-wide groups, creating promotional materials for the activity or program, and maintenance of records and operational reports under the supervision of a Recreation Specialist.
- Must be skilled in managing large groups, supervising seasonal staff and volunteers; and must communicate expectations of the activity to staff, volunteers, and participants.
- Must be able to present seasonal program evaluations in writing to career staff.
- Performs related duties as required.

Mainstream Companion Manager

- Supervises and manages accommodations for children with disabilities in the summer camp and playground program, including training and supervising part-time staff and volunteers, coordinating arrangements with parents and program staff, and providing support where needed relating to children's disabilities under the supervision of a Recreation Specialist.
- Performs related duties as required.

Therapeutic Recreation (TR) Volunteer Coordinator

- Recruits, interviews, and assigns volunteers to assist with Therapeutic Recreation programs and Mainstream Companions. Assists with training. Responsible for data collection and quarterly reports. All work is performed under the supervision of a Recreation Specialist..
- Performs related duties as required.

Aquatic Operations Specialist

- Assists career staff with overseeing several aquatic facilities and/or multiple activities. Responsible for major maintenance projects such as winterization of all outdoor facilities. Conducts specialized aquatic programming under the supervision of a Recreation Specialist. Requires minimum 3 years experience as a pool operator.

- Must hold current Lifeguard, CPR and First Aid certifications from the American Red Cross, YMCA, or other agency approved by the Montgomery County Department of Health and Human Services.
- Must possess a valid Montgomery County Pool Operator's License.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable technical knowledge of the recreation program for which responsible.
- Considerable knowledge of the County's recreation policies, procedures, rules, and organization.
- Considerable knowledge of the characteristics and abilities of the population groups served by the program for which responsible.
- Considerable knowledge of program administration requirements.
- Ability to plan, direct, and oversee program activities.
- Ability to supervise others.
- Ability to communicate clearly, effectively, and tactfully, both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, program participants, and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels.

MINIMUM QUALIFICATIONS:

Experience: Six-thousand two hundred forty (6,240) hours (three (3) years) of relevant work experience as an instructor or supervisor in one or more specialized recreation activities.

Education: Completion of two (2) years of college.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: June, 1999

Revised: August, 2013