

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

**Code No. 001055
Grade S-7**

RECREATION ASSISTANT VII

DEFINITION OF CLASS:

The employee in this class will be responsible for developing and implementing specialized programs at a facility or within a regional area on a seasonal basis. This class includes administrative work and on-site supervision of part-time staff and volunteers, operation and facility management, and community relations; requires interdisciplinary skills and knowledge; work is performed under career staff supervision.

EXAMPLES OF DUTIES: (Illustrative Only)

Activity Specialist VII

- Assists career Recreation Specialists and Recreation Supervisors in developing comprehensive program plans for specific age groups or recreation interests.
- Implements and supervises 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 supplies, leading and supervising special events activities for limited groups or small communities; and maintenance of records and operational reports under career staff supervision.
- Must be skilled in managing large groups and supervising seasonal staff and volunteers; and must communicate expectations of the activity to staff, volunteers, and participants.
- Performs related duties as required.

Officials Assigner

- Administrative position requiring highly detailed work recruiting, training, and scheduling individuals to officiate in youth league games.
- Maintains and provides Department staff a comprehensive schedule of assigned officials prior to scheduled play, and verifies hours worked and time sheets prior to payroll deadlines.
- Generates written reports as required.
- Works closely with a Recreation Specialist/Supervisor to resolve all issues.
- Performs related duties as required.

Regional Coordinator

- Supervises and manages camp and/or playground sites, including training and supervising part-time staff and volunteers, distributing equipment and supplies, and coordinating special events for a large number of camps, playgrounds, or programs.
- Maintains a high level of public relations with Parks, Recreation, and school facilities. Creates promotional materials for special events.
- Work is performed under career staff supervision.
- Must communicate expectations of the program to staff, volunteers, and participants.

- Performs related duties as required.

Recreation Express Manager

- Develops a comprehensive plan and implements, supervises, and evaluates the Recreation Express Program.
- Provides a wide range of recreational activities including, but not limited to, high adventure skills, drama, music, sports, nature, arts and crafts, and special events.
- Oversees the care and maintenance of rental vans and trucks, the ordering of special supplies, and coordination of promotional materials.
- Work is performed under career staff supervision.
- Must be skilled in managing large groups and supervising staff and volunteers.
- Must communicate the expectations of the program to staff, volunteers, and participants.
- Performs related duties as required.

Therapeutic Recreation Senior Site Manager

- Plans, coordinates, supervises, and evaluates activities of a day camp for children and youth with disabilities, and high-risk teens.
- Provides programs appropriate for participants' disabilities, ages, and backgrounds.
- Adapts programs according to participants' needs.
- Performs administrative tasks such as record keeping, receiving and supplementing supplies, arranging special trips, and communicating participants' needs and progress to a parent or guardian.
- Performs related duties as required.
- Must have strong behavior management skills, and have current CPR and First Aid certifications.
- Performs related duties as required.

Senior Pool Manager

- Manages and operates a large swimming pool complex involving multiple pools and filter plants, large staff, numerous operation and work schedules, and varied programs.
- Responsible for receipt of and accounting for admission and program fees; operation, maintenance and repair of equipment; and administrative work such as preparation and maintenance of records and ordering of supplies.
- Supervises staff engaged in program activities; and operation, maintenance and repair of equipment.
- Prepares operation, payroll, and financial reports; develops safety procedures; and performs related duties as required.
- Work is performed under career staff supervision.
- Requires a minimum two (2) years of pool operating experience; must hold current Lifeguard, CPR, and First Aide certifications from the American Red Cross, YMCA, or other agency approved by the Montgomery County Department of Health and Human Services; and 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 socioeconomic levels.

MINIMUM QUALIFICATIONS:

Experience: Four thousand one hundred sixty (4,160) hours (two (2) 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