

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

**Code No. 001056  
Grade S-6**

**RECREATION ASSISTANT VI**

**DEFINITION OF CLASS:**

This is supervisory recreation work managing a recreation facility or managing a program with a broad range of services. Supervision of paid and volunteer staff, programs, operations, and facility maintenance are involved. Work requires specialized program knowledge and is performed with considerable independence under general supervision. Work is reviewed through reports, conferences, and observation of program effectiveness.

**EXAMPLES OF DUTIES: (Illustrative Only)**

**Senior Pool Manager**

- Manages and operates a large swimming pool complex involving multiple pools and filter plants, large staff, numerous operating and work schedules, varied programs; responsible for receipt and accounting for admission and program fees.
- Supervises staff engaged in program activities; operation, maintenance and repair of equipment; and administrative work such as preparation and maintenance of records and ordering supplies.
- Prepares operation, payroll, and financial reports.
- Develops safety procedures.
- Performs related duties as required.

**Senior Day Camp Director**

- Plans, coordinates, supervises, and evaluates activities of a large day camp or a Therapeutic Recreation day camp for elementary school age or teenage groups.
- Provides appropriate programs emphasizing nature, camping skills, leadership and cooperation; and oversees other activities such as music, sports, crafts, first aid, swimming and special trips.
- Supervises staff and volunteers.
- Performs administrative tasks such as record-keeping, participant registration, ordering supplies, collecting fees, arranging for transportation, scheduling of special events, and monitoring participants' behavior.
- Performs related duties as required.

**Senior Club Director**

- Manages multiple services and activities of a Senior Club.
- Develops, implements, and coordinates leisure, health, wellness, and education programs for adults over sixty (60) years old.
- Supervises staff engaged in program activities and administrative work such as preparation and maintenance of records and ordering supplies.
- Prepares operation, payroll, and financial reports.
- 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 who are served by programs.
- Considerable knowledge of requirements of program administration.
- Ability to plan, direct, and oversee program activities.
- Ability to supervise others.
- Ability to exercise tact and judgment.
- Ability to develop and maintain effective working relationships with participants and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels.

**MINIMUM QUALIFICATIONS:**

**Experience:** One-thousand (1500) hours of relevant work experience as a leader or instructor 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.

**SPECIAL MINIMUM QUALIFICATIONS:**

- **Senior Pool Manager:** Montgomery County Pool Operator's License; Lifeguard Certificate from the American Red Cross or Y.M.C.A.; or Emergency Water Safety Certificate, First Aid and Community CPR Certificates.

**NOTE:** Aquatics program positions may require additional training and/or certifications offered by the Department of Recreation.

**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:** December, 1990

**Revised:** May, 1996

April, 2012

August, 2013

**Formerly Titled:** "Senior Recreation Activities Supervisor"