

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

**Code No. 001058
Grade S-5**

RECREATION ASSISTANT V

DEFINITION OF CLASS:

This is supervisory and skilled work managing a specialized recreation program or directing the activities of a seasonal recreation center. Supervision of other employees or volunteers is involved. Work may require specialized knowledge and skills, or working with specific age groups and/or targeted community groups, and requires the exercise of independent judgment. Work is performed under the general supervision of a higher-level employee and is reviewed for program effectiveness.

EXAMPLES OF DUTIES: (Illustrative Only)

Activity Center Director

- Plans, coordinates, supervises, and evaluates multiple activities for a specific age group or various age groups.
- Registers participants and collects fees.
- Prepares promotional material for recreation programs and activities. May prepare payroll or financial reports.
- May maintain records of program participants' progress or performance in preparation for meets or other competition.
- Performs related duties as required.

Arts Director

- Plans, coordinates, supervises, and evaluates classes and activities involving arts and crafts, dance, exercise, and music at a community school, recreation center, or various school locations.
- Oversees collection of fees, ordering supplies, participant registration, and program publicity.
- Supervises staff and volunteers; monitors performance of contractual employees.
- Performs related duties as required.

Day Camp Director

- Plans, coordinates, supervises, and evaluates activities for a small day camp, or as an assistant to a senior day camp director 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; arranges for transportation, schedules special events, and monitors participants' behavior.
- Performs related duties as required.

Go-Teens Supervisor

- Plans, coordinates, supervises, and evaluates activities of the Go-Teens youth employment/urban beautification program.
- Trains and educates youth in the proper and safe use of lawn mowers and other power equipment.

- Assigns work, supervises, and participates with youth workers in grounds maintenance, landscaping, beautification, and clean-up projects.
- Inspects equipment and performs minor maintenance and repair.
- Drives youth workers to and from worksites.
- Monitors progress of program participants and provides leadership and guidance in development of good skills, attitudes, and work habits.
- Oversees maintenance of records, collection of fees, participant registration, and program publicity.
- Performs related duties as required.

League Manager/Commissioner

- Plans, coordinates, supervises, and evaluates a sports program such as basketball, soccer, football, or softball at one or more locations, such as playgrounds, fields or gymnasiums.
- Schedules games for multiple teams, and monitors games, assuring crowd control and availability of first aid.
- Schedules and assigns officials, maintains appropriate equipment and supplies, maintains and posts scores and records.
- Oversees record-keeping of program revenues.
- May prepare payroll or financial reports.
- Performs related duties as required.

Little People's Center Director

- Plans, coordinates, supervises and evaluates program activities for five and six-year-olds, including games, arts and crafts, nature activities, and special events.
- Selects appropriate activities and monitors participant safety and behavior.
- Supervises staff and volunteers.
- Oversees maintenance of records, collection of fees, ordering supplies, participant registration, and program publicity.
- Performs related duties as required.

Outreach Specialist

- Identifies and involves community residents in alternative recreation programs. Channels youth into traditional recreation programs. (Residents identified for outreach are of varied ages, cultures, and income levels, and may have difficulty accessing recreation activities without assistance.)
- Performs related duties as required.

Pool Manager

- Manages and operates a pool facility having limited staff, schedules, programs, and revenues.
- 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.
- May manage a major aquatics program, including staff scheduling, training, record-keeping, and public relations.
- May act as Assistant Manager at a major pool complex.
- Performs related duties as required.

Pre-School Director

- Plans, coordinates, supervises and evaluates the activities of a pre-school class, including selection of appropriate activities, and monitoring participant safety and behavior.
- Supervises staff and volunteers.

- Oversees maintenance of records, collection of fees, ordering supplies, participant registration, and program publicity.
- Performs related duties as required.

Teen Club Director

- Plans, coordinates, supervises and evaluates teen club programs, including sports, dances, special trips, and activity nights.
- Supervises staff and volunteers.
- Oversees maintenance of records, collection of fees, ordering supplies, participant registration, program publicity, arranging for transportation, and scheduling activities.
- Performs related duties as required.

Therapeutic Recreation Manager

- Plans, coordinates, supervises, and evaluates classes and activities.
- Oversees collection of fees, ordering supplies, participant registration, and program publicity.
- Supervises staff and volunteers.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules, methods, and techniques applicable to the program or activities to which assigned.
- Knowledge of the County's recreation policies, procedures, rules, and organization.
- Knowledge of the characteristics and abilities of the age group to which programs are directed.
- Knowledge of various requirements of program supervision.
- Ability to plan, direct, and evaluate varied and appropriate program activities.
- Ability and maturity to ensure participant safety and appropriate behavior.
- Ability to supervise others.
- Ability to exercise tact and judgment to maintain order and discipline.
- Ability to develop and maintain effective working relationships with participants and the community, who may be of diverse ages, cultural or ethnic groups, and socio-economic levels.

MINIMUM QUALIFICATIONS:

Experience: One thousand two hundred (1200) 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:

- **Activity Center Manager:** First Aid training.
- **Day Camp Manager:** First Aid training.
- **Pool Manager (and Assistant to Senior Pool Manager):** Montgomery County Pool Operator's License and Lifeguard Certificate from the American Red Cross or Y.M.C.A.; Community CPR Certificate.
- **Aquatics Program Manager:** Emergency Water Safety, 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: "Recreation Activities Supervisor"