

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

**Code No. 001060  
Grade S-4**

**RECREATION ASSISTANT IV**

**DEFINITION OF CLASS:**

This is recreation work as a specialist in a specific recreation activity and/or as a supervisor of a specific program unit of a specialized program area. An employee in this class may develop or implement a curriculum for a specific recreation discipline or targeted community groups, or may serve as an instructor in an activity requiring specialized skills certification. Supervision of other employees and volunteers is required.

Work, which requires some independent judgment, is performed under the general direction of a full-time recreation employee and is reviewed through reports, conferences, and observation of program effectiveness.

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

**Program Instructor/Specialist**

- Plans, organizes, and evaluates specific programmatic areas or activities.
- Performs related duties such as ordering supplies, publicizing activities, and performing routine clean-up and maintenance tasks.
- Resolves participant disputes.
- Coordinates class programs in one or more fields such as arts and crafts, dance, exercise, music, special interests, pre-school, sports, games, and playgrounds at a community school, recreation center, or a number of school locations.
- Identifies and involves residents in traditional and alternative recreation programs. These residents are of all ages and have difficulty accessing recreation opportunities due to income levels, language barriers, handicapping conditions or other identified circumstances.
- Performs related duties as required.

**Technical and Artistic Specialist**

- Provides technical and artistic expertise in the performing arts program
- Designs and assists in the production of theater arts programs and related arts activities.
- Performs related duties such as purchasing supplies, teaching and directing staff, and managing stage productions.
- Performs related duties as required.

**Gym/Field Supervisor**

- Coordinates a sports program at one or more locations or at a field/gymnasium area.
- Monitors games involving large numbers of teams participating in such sports programs as basketball, soccer, football, and softball.
- Performs related duties such as scheduling and assigning officials, performing crowd control function, administering first aid, maintaining and posting standings and records, maintaining appropriate equipment and supplies, and overseeing record-keeping on revenues.
- Performs related duties as assigned.

### **Head Umpire/Official**

- Serves as head official for a team of officials/referees game/activity.
- Determines whether games may be played according to field and weather conditions; monitors game length as needed.
- Officiates the game/activity according to league rules; understands, enforces and interprets rules of play of game/activity.
- Manages the playing area, including players and spectators; maintains standards of health and safety during game/activity.
- Monitors scorebook for compliance.
- Completes appropriate game reports.

### **Senior Swim Instructor**

- Teaches specialized aquatic classes to children or adults, including diving, waterbabies, and adaptive aquatics.
- Performs related duties as required.

### **Senior Lifeguard**

- Supervises lifeguards and pool activities at a County swimming pool facility.
- Handles water and disciplinary problems, enforces rules and regulations, and assists bathers.
- Performs cleaning and maintenance.
- Performs related duties as required.

### **Senior Swim Coach**

- Manages a major competitive swimming program, including scheduling events and participants; representation to swim leagues; working with parents' booster groups, overseeing major competitions; processing registrations; and record-keeping.
- Performs related duties as required.

### **Cashier**

- Collects and accounts for all revenues at major aquatic facilities.
- Prepares daily financial statements and bank deposits.
- Handles admissions and registers program participants.
- Performs related duties as required.

### **Therapeutic Recreation Assistant**

- Under the direction of the Therapeutic Recreation Manager or Recreation Specialist, assists with program execution by performing such tasks as demonstrating proper exercise techniques, coordinating classes, ordering supplies, and publicizing the program.
- Performs related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the rules, principles, techniques, and equipment applicable to the recreation program or activities to which assigned.
- Ability to plan and direct recreation activities and to teach others, as required.
- Ability to supervise others, as required.
- Ability to complete required training or acquire required certifications successfully.
- Ability to maintain appropriate financial records, as required.
- Ability to exercise tact and judgment, to maintain order and discipline, to ensure participant safety and discipline, and to develop and maintain good relations with the participants and the community, who may be of diverse ages, cultural and ethnic groups, and socio-economic levels.

**MINIMUM QUALIFICATIONS:**

**Experience:** Six hundred (600) hours of relevant work experience as a leader or instructor in one or more specialized recreation activities.

**Education:** Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

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

**SPECIAL MINIMUM QUALIFICATIONS:**

- **Senior Lifeguard:** Valid Lifeguard Certificate from the American Red Cross or Y.M.C.A. Must pass a water test. Six hundred (600) hours lifeguard experience at a comparable facility.
- **Senior Swim Instructor:** Water Safety Instructor Certificate; six hundred (600) hours of specialized swim teaching experience; or nine hundred (900) hours experience in basic swim teaching.
- **Senior Swim Coach:** At least six hundred (600) hours swim coaching experience or nine hundred (900) hours experience as a United States Swim (USS) competitor. Coaching certificate (for USS program).

**NOTE:** Aquatics 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. Aquatics positions require Medical History with Drug/Alcohol screening.

**Class Established:** March, 1977

**Revised:** November, 1990

April, 2010

March, 2012

March, 2013

August, 2013

January, 2016

**Formerly Titled:** "Recreator IV"; "Senior Recreation Leader"