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