



## TOWN OF CARBONDALE JOB DESCRIPTION

**POSITION NAME:** Recreation Specialist      **DEPARTMENT:** Parks and Recreation

### **JOB SUMMARY**

Performs a variety of duties in relation to the Carbondale Recreation & Community Center offerings and the Parks and Recreation Department's programs. This includes providing assistance with sports programs, special events, sports leagues and tournaments, field trips, outdoor activities, facility rentals, room set up and take down, birthday party rentals, gym supervision and program reporting. Check out [www.carbondalerec.com](http://www.carbondalerec.com) for program offerings.

### **GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES**

Responsible for the production of a quality recreational product ensuring the health and well-being of the program participants and that their needs are being met, including, but not limited to: supervision, instruction, program production, facility maintenance, cleaning duties, public relations, and marketing. Demonstrates strong customer service skills and is able to meet and serve the public effectively. Has the ability to work independently, use good judgment, take responsibility, diplomatically respond to and handle problems, and be an effective leader and role model. Has the ability to communicate clearly, concisely, and effectively with other staff members, subcontractors, Recreation Center clients, parents, and participants. Performs other duties as assigned and required.

### **REQUIREMENTS**

A valid Colorado driver's license  
CPR & First Aid Certification (or ability to obtain)  
Ability to interact with the general public in a cooperative and courteous manner  
Must be dependable and maintain a clean and neat appearance  
Leadership qualities with the ability to take initiative and work independently of a supervisor

### **DESCRIPTION OF WORK SCHEDULE, HOURS**

Varies with special events, room rentals, and recreation programs. Morning, afternoon, and evening hours possible. May include weekends and holidays. Maximum 30 hours/week.

### **SUPERVISION RECEIVED**

Directly supervised by Recreation Coordinators and Recreation Center Manager

### **WORK ENVIRONMENT/PHYSICAL ACTIVITIES**

This position involves working indoors and outdoors at the Carbondale Recreation & Community Center, local parks, and other facilities. Work periods will be up to 8 hours. Employee must be able to use specific recreation program equipment and rental equipment and be willing to be trained in the use of such equipment.

Physical demands may require the employee to remain standing and/or seated for 2 to 8 hours. Employee must have correctable vision and adequate hearing sufficient for the safe operation of the above mentioned duties.

Physical tasks may involve program participation and set-up, equipment loading and unloading, lifting, kneeling, squatting, walking, standing, bending, stooping, and sweeping. At times this work can be very strenuous and physically demanding. EOA/AA/ADA