



Recreation Specialist - Full Time

Salary Expectation: \$39,499

Position Summary

The Recreation Specialist reports to the Superintendent of Recreation. Primary responsibility develop, market and implement programs. This includes Summer Camp, Youth Programs, Youth Triathlon, Outdoor Recreation, Program for All ages and Special Events.

Duties and Responsibilities

- Planning, developing, marketing and implementing a variety of recreation programs and special events;
- Assist with the day to day special events;
- Assist with Senior Programming,
- Assist with the Dog Park membership and special events,
- Set up and tear down of equipment and materials for events;
- Responding to patron needs and rule compliance on site, resolving discrepancies while maintaining great customer service;
- Assist with Analyzing and developing pricing/expense strategies for program services;
- Assist with establishing and evaluating long-range goals, objectives, regulations, and procedures;
- Assist with the supervision, and evaluation of programs;
- Assist with day to day operations of the Chesterfield Family Aquatic Center as needed;
- Performs other duties as assigned.

Knowledge

Knowledge of principles and practices associated with recreation and special event programming, marketing, maintenance and operations of parks, and recreation facilities, working knowledge of personnel management, contract management, grounds and facility management, capital improvement project development, and budget/financial management, and computer registration system.

Skills

Must be able to adeptly handle multiple priorities, problems, and demanding situations; possess strong written and oral communication skills; be able to look toward the future, while dealing with the demands of the present; possess strong planning and organizational skills; be knowledgeable of current trends, resources, legislation, and funding sources; be creative and proactive, yet politically sensitive; possess a strong customer service orientation; and be a team player.

Abilities

Ability to work indoors and outdoors with long and varied hours such as days, nights, weekends and holidays. Must be able to bend, kneel, stoop, reach and lift. Must be able to stand for extended periods of time and sit at a desk up to fifty percent of the day in a busy, close office environment where noise and interruptions prevail. May be required to move tables, chairs, cabinets, equipment, supplies, etc. to maximum of 50 pounds. Must be able to work with potentially dangerous chemicals and equipment. Requires alertness, precision, memory, concentration, judgement, reasoning, patience, problem solving, and imagination. Must be quality minded and safety conscious, people and service oriented, a team player and self-starter.

Education, Certification and Experience

Bachelor's Degree in Parks and Recreation Administration, Facility Management, Sports Management, or a closely related field. Must have a valid driver's license, and a safe driving record. Certified Parks and Recreation Professional, CPR and AED Certifications are desired.



To Apply:

Go online to chesterfield.mo.us/careers.html and search for Recreation Specialist!

