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|  | **Hubert H. Humphrey Job Corps Center**  **Company Profile:** We support the Job Corps program's mission of teaching eligible young people the skills they need to become employable and independent and placing them in meaningful jobs or further their education. | | |
| **Position Title:** | Recreation Specialist | **Reports To:** | Recreation Manager |
| **Department:** | Recreation | **FLSA Classification:** | Non Exempt |
| **Job Grade:** | 3 | **EEO-1 Classification:** | 09 – Service Workers |
| **Last Revision Date:** | 5/1/18 |  |  |
| **SUMMARY OF POSITION FUNCTION:** | | | |
| Organizes and supervises on and off-center student recreation activities. | | | |
| **MAJOR DUTIES AND RESPONSIBILITIES:** | | | |
| * Organizes and supervises on and off-center recreation activities for students. * Assists in developing and implementing diverse programs to include: arts and crafts, intramurals, cultural events and other recreational and enrichment programs. * Guides students to make informed life style choices concerning fitness, nutrition and healthy life styles. * Prepares schedules and calendars for all recreation activities. Coordinates student field trips. * Maintains recreation facilities, equipment, and materials to Center standards. * Tracks and records program attendance. * Orders and maintains recreational equipment, supplies and materials. * Provides transportation of students to and from center-sponsored events. * Recognizes and reinforces students’ positive behavior. | | | |
| **Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.** | | | |
| **SKILLS/COMPETENCIES:** | | | |
| * Proven ability to plan, implement, monitor and evaluate recreation programs * Excellent communication skills, both written and verbal * Knowledge of operational practices and principles of recreation/avocation programs * Proficient in rules and regulations of common sports and games * Knowledge of fitness, nutrition, and healthy lifestyle practices * Proficient in the use of computer software such as MSWord, Excel, Power Point, Outlook, etc. | | | |
| **EDUCATION REQUIREMENTS:** | | | |
| * Associates Degree in Physical Education, Recreation, or a related field or 1 year related experience working with youth. | | | |
| **EXPERIENCE:** | | | |
| * One year of recreation experience. | | | |
| **OTHER:** | | | |
| * Must possess a valid Driver’s License with an acceptable driving record. * Must possess or obtain valid commercial Driver’s License Class B with passenger endorsement within six months of hire. Water Safety Certification. | | | |
| **ADA REQUIREMENTS:** | | | |
| **In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose an undue hardship on the company.**  **Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position.**  **PHYSICAL ACTIVITIES**:     * Reading, writing and communicating fluently in English * Hearing and speaking to express ideas and/or exchange information in person or over the telephone * Seeing to read labels, posters, documents, PC screens, etc. * Sitting, standing, moving about or walking for occasional or frequent periods of time * Dexterity of hands and fingers to operate a computer keyboard, office and sports equipment * Kneeling, bending at the waist, stooping and reaching overhead * Retrieving and storing files and supplies; occasionally carrying and/or lifting light objects   **WORKING CONDITIONS:**   * Campus and general office setting * Indoor and outdoor environment * Driving a vehicle (bus, van, auto) occasionally in variable traffic and weather conditions * Moderately quiet while in the office; moderately loud when in recreation areas * May be required to work a flex schedule to include evenings and weekends * Exposure to possible confrontations with students | | | |
| **By signing below, I acknowledge that I have received a copy of the Position Description and I am expected to read and familiarize myself with the contents pertaining to the functions and responsibilities of the position.** | | | |
| **Employee Print Name:** | | | |
| **Employee Signature:** | | | |
| **Date:** | | | |