

## **Recreation Activity Specialist Tompkins County**

**Classification:** Non-competitive for all Towns and Villages. Competitive elsewhere.

**Approved:** 05/78

**Revised:** 10/88; 04/15

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) One year of paid experience in recreation activities; **OR**
- (b) Two years of volunteer experience in recreation activities; **OR**
- (c) Any equivalent combination of (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE:** Formal instruction may be substituted for volunteer experience on a year for year basis.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves the teaching or conduct of one or more specialties with considerable latitude as to method. Instructs and leads in one or more special areas of activity (i.e., baseball, football, wrestling, arts and crafts, drama, dance, etc.) The position may involve the actual conduct of the activity or the organization and initiation of activity groups and the instruction of recreation leaders. Teaches and develops skills in specific activities. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans and conducts programs in organized sports, arts and crafts, drama, dance, aquatics, nature, social recreation and games, or some other special activity skill;
- Officiates at sports events;
- Organizes and conducts practice and rehearsals;
- Instructs and calls square and folk dances;
- May produce and direct a play, pageant or operetta;
- Organizes and instructs hobby clubs;
- Assists in the planning of special events;
- Requisitions and controls distribution of supplies and equipment;
- Keeps records and makes reports.

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

- A thorough knowledge of the specialty skill;
- A good knowledge of the methods of group organization and instruction used in the specialty activity;
- Ability to develop a good working relationship with groups and individuals;
- Ability to stimulate and maintain the interest of participants.

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