



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**RECREATION SPECIALIST**  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under close supervision, this position assists with the programming and operations of assigned program. May serve as lead worker. Reports to a Recreation Program Coordinator or Recreation Program Supervisor.

## **ESSENTIAL JOB FUNCTIONS**

Assists with the development, coordination, implementation and operations of assigned program or project and may be assigned to a variety of recreation facilities throughout the City. Performs responsible administrative support work which may include creating documents and correspondence, creating spreadsheets, data entry or retrieval, or similar assignments. Assists with processing and recording financial and budget information and transactions which may include revenue accountability from rentals, user fees, concession sales, or other sources.

Maintains office and equipment inventories; purchases supplies and equipment as needed. Assists in the employment process to hire part-time staff.

Assists with monitoring facilities and activities to maintain structure, safety, and a clean environment. Sets up and breaks down equipment for various events and activities.

Interacts with the public and others outside the work unit to obtain and provide information and assistance in a variety of circumstances. May compile payroll records for part-time staff as required.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- Recreational Programming - Knowledge of recreational programming and recreational facility operations for assigned facility or program. Some knowledge of professional recreational philosophies, principles, and practices.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

- Customer Service – Considerable knowledge of principles and processes for providing customer service.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees, representatives from all departments, organizations and the public.
- Time Management - Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

## **REQUIRED ABILITIES**

- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions. Effectively responds to and resolves inquiries and disputes.
- Communication - Ability to communicate ideas and proposals effectively so others will understand. Ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Financial Management - Ability to perform arithmetic and statistical applications to conduct purchasing and financial transactions.

## **EDUCATION AND EXPERIENCE**

Requires an Associate's Degree in a related field and 2-4 years of related experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history and sex offender registry check.

A valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.