



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
RECREATION SPECIALIST - ATHLETICS
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

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position assists with facility programming, concession stand operations, and event contracting an Athletic Complex. Serves as facility supervisor as needed. Reports to a Recreation Operations Supervisor.

ESSENTIAL JOB FUNCTIONS

Assists with facility operations to include staffing, field preparations and maintenance and custodial operations. May assist with coordinating concession stand operations to include inventory management, sales, food preparation and point of sale utilization; ensures compliance with applicable Department of Health standards of food service operations.

Assists with facility reservations; contracts with in-house and private entities and enforces all contractual obligations. Assists with processing and recording financial and budgetary information, in addition to transactions which may include revenue accountability from rentals, user fees, concession sales, or other sources.

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 services.
- Supervision - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

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.
- Judgment/Decision Making – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- 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 with one year of lead or supervisory experience required, 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.