



City of Pascagoula Job Description

Outdoor Recreation Specialist

DEPARTMENT: Parks and Recreation **LABOR GRADE:** 106
EXEMPT(Y/N): No **POSITION CODE:** 301118
REPORTS TO: Parks and Recreation Director

MEETING PERFORMANCE EXPECTATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY:

This position is responsible for the implementation of recreation programs, sports leagues, special events, rental events, and general operations of the parks and facilities. Primarily working hours will be evenings and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Develops, plans, and implements outdoor recreation programs for people of all ages and abilities.
- Assists and supervises leagues, tournaments, programs, and events.
- Assists with implementing and updating programs including field preparation, meetings, and rentals.
- Assists with the day-to-day operations of athletic fields and parks.
- Assists with parks, athletic fields, and facility maintenance.
- Assist with Parks & Recreation special events.
- Receives and investigates complaints; receives and implements requests and suggestions concerning programs and facilities.
- Recruits volunteers, ensuring they are appropriately screened and trained to assist with programs, athletics, and events.
- Attends training classes and seminars.
- Any other duties assigned by the Parks and Recreation Director.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.

SUPERVISORY REQUIREMENT:

This position directly supervises instructors and various volunteers on a daily basis.

EDUCATION and/or EXPERIENCE:

A high school graduate; a bachelor’s degree in recreation, leisure services, community education, or a related field is required. Past experience developing and supervising leisure activities in a municipal setting or any combination of experience and education that results in the required knowledge, skills, and abilities is required.

SPECIAL QUALIFICATIONS:

Computer proficiency in MS Word, Excel, Publisher, and Outlook is required; previous experience with MUNIS software is preferred. Thorough knowledge of public relations and promotional methods and procedures is essential. General understanding of budget development and administration is required. A valid Mississippi driver’s license is required.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions; read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required to effectively present information in a one-on-one and small group setting. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential. Strong interpersonal skills are needed to develop and maintain effective working relationships.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is required to be able to stand; walk; use arms, hands, and fingers; see, hear, and speak. Requires the ability to lift and carry program supplies and materials weighing up to 50 pounds. Requires a MS State Driver’s License and the ability to drive.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level of this position is moderate to loud. The majority of work is performed indoors in a well lit and adequately ventilated building. Occasionally work is performed outdoors in all types of weather conditions. This position is required to work nights and weekends as dictated by planned events and activities.