

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Recreation Program Specialist</b>	<b>Class Code:</b>	<b>14520</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>E</b>
<b>Supplemental/Code:</b>	<b>Paraprofessional/6</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>	<b>Revised:</b>	<b>10/01/2013</b>

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**Position Purpose:**

Plans, organizes, and conducts educational and recreational programs for participants of all age groups to provide quality recreational, cultural, and educational programs for citizens of Dallas.

**Essential Functions:**

1. Determines types of programs to offer, target groups, and resources required by using written and verbal surveys to ensure the needs of assigned neighborhood are met.
2. Teaches a variety of classes in areas such as arts and crafts, exercise, animal habits and habitats, and life skills based on requests by the community including set-ups and gathering of animals and materials.
3. Assists with the promotion of programs and activities to inform the community of available recreational resources and maximize participation.
4. Serves as liaison to community, educational, and civic groups, and social service agencies by attending meetings and coordinating collaborative events and activities to promote programs and allow for cooperative efforts.
5. Organizes sports teams, leagues, and tournaments and coaches various sports teams to ensure that sporting events operate efficiently and according to correct rules.
6. Performs administrative duties including compiling reports and developing flyers to promote programs and ensure proper accountability of activities.
7. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills and Abilities Required to Perform Work:**

Knowledge of various sports and recreational activities.

Knowledge of first-aid practices.

Ability to effectively teach and demonstrate rules, techniques and safety for a variety of sports and games.

Ability to organize and implement a diverse and creative recreation program.

Ability to work with a multi-cultural community with participants of all age groups.

Ability to enforce facility's policies and regulations.

Ability to receive payments and make change for goods and services.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

**Working Conditions and Hazards:**

Exposed to all weather conditions when conducting outdoor activities.

Subject to minor injuries when conducting and participating in outdoor sports activities.

Requires bending, twisting, reaching, squatting, carrying, dragging, holding, pulling, pushing, lifting, and walking when setting up and conducting recreation program or sports activities.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.