



City of Kansas City, Missouri Job Class Specification

Job Title: RECREATION DIRECTOR

Department: PARKS AND
RECREATION

Job Code: 4216

Status:

Grade:

NE-4

Summary

This is entry level professional recreation work leading and coordinating recreational activities at an assigned community center or other recreational facility.

Work involves assisting in the day-to-day activities at assigned locations or programs.

Duties and Responsibilities

- Assists in planning, promoting and leading community groups in a variety of competitive and non-competitive games, sports, stunts and contests.
- Assists in conducting special recreation activities.
- Assists in the care of wildlife and associated exhibits at the Nature Center. Assists with development and delivery of science-based educational programs.
- Acts as official referee, umpire, scorekeeper, timekeeper and coach for organized games and sporting events.
- Maintains discipline in recreation facilities and on indoor and outdoor recreation areas.
- Issues, receives, and maintains recreation equipment used in recreation activities.
- Maintain and complete accurate records and logs.
- May act as a lead worker.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of a major phase of recreation; the philosophy and objectives of public recreation or science education and the methods and practices involved in organizing, conducting, instructing, and supervising public recreation activities; first aid methods and necessary safety precautions to be used in public recreation work.
- Must demonstrate ability to instruct various age groups in a number of specialized recreation activities; understand community social and economic conditions so as to determine the recreational needs of the community served; effectively interpret and explain the recreation program to community and civic groups, individuals and to assigned workers; establish and maintain effective working relationships with supervisors, co-workers, municipal officials, community groups, area leaders and the general public.
- Must demonstrate ability to perform addition, subtraction, multiplication and division of whole numbers and fractions.
- Must demonstrate the ability to instruct various age groups in environmental science and to work with wildlife in a Nature Center environment.

Education and Experience

Accredited Bachelor's degree with major course work in recreation, physical education, public administration or other related area of specialization.

OR

An equivalent combination of education and experience.

Certificates/ Licenses/Special Requirements	<p>Must pass a background check and drug screen as prescribed by the City.</p> <p>May be required to possess a valid State –issued driver’s license in accordance with the City of KCMO policies.</p>
Supervisory Responsibility	<p>None.</p>
Supervision Received	<p>Work is performed under general supervision.</p> <p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>
Created	9/06
Revised	9/08, 4/13, 1/14,8/22