



City of Kansas City, Missouri Job Class Specification

Job Title: RECREATION SPECIALIST

Department: PARKS &
RECREATION

Job Code: 4209

Status: NONEXEMPT

Grade: L-2

Summary This is specialized work involving the teaching of groups learning a particular recreational activity.

Work involves responsibility for fulfilling specific duties as directed by supervisory personnel.

**Duties and
Responsibilities**

- Assist in organizing and conducting classes in recreational activities.
- Assists in the planning, leading and implementing of programs in a specific activity to meet the needs of a particular age group.
- Assists in conducting special tournaments and contests.
- Work as a team member with other recreational personnel.
- Encourages widespread participation in an activity and ensures the maximum benefit to all participating individuals.
- Forward public complaints and suggestions for the particular program or facility to appropriate facility manager.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

The rules, equipment, and techniques of a given recreational activity.

Ability to:

Perform at a level of proficiency in the particular activity for which recruited.

Demonstrate the required techniques of a given specialty in such a way that others will be able to benefit from the instruction.

Communicate freely and effectively at all age levels.

**Education and
Experience**

High school graduation and six (6) months experience in recreational activity.

**Certificates/
Licenses/Special
Requirements**

- May be required to possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- Will be required to pass a preemployment drug screen and background check as prescribed by the City.

**Supervisory
Responsibility**

None

**Supervision
Received**

Work is performed under general supervision.

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.

Created

Revised

4/73, 6/02, 03/03, 10/03, 9/06,8/2022