



**Technical Skills**

Considerable knowledge of:

A major phase of recreation work such as arts and crafts, sports and games, outdoor recreation, drama, science, environmental and historical interpretation, dancing, aquatics, programming or specialized activities.

The philosophy and objectives of public recreation 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.

Ability to:

Plan, organize, instruct, train, and supervise others in the conduct and execution of authorized activity programs.

Instruct various age groups in a number of specialized recreation activities.

Establish and maintain effective operating records and reports. Must demonstrate the ability to write information accurately and legibly.

Understand community, social and economic conditions 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 subordinates.

Establish and maintain effective working relationships with supervisors, subordinates, municipal officials, community groups and leaders and the general public.

Work with wildlife, and interpret nature and the environment.

**Education and Experience**

An accredited bachelor's degree and one (1) years of experience overseeing or coordinating community recreational programs and/or facilities.

OR

High school graduation and five (5) years of experience in recreation management, community programming, sports management, wildlife management, art programming, or therapeutic recreation.

**Certificates/  
Licenses/Special  
Requirement**

- May be required to pass a pre-employment drug screen.
- Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision may be exercised over assigned personnel.

**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**

9/06

**Revised**

04/13, 01/14, 08/22, 04/2025, 04/2026