

ORGANIZATION: City of Sherwood
LOCATION: Sherwood, Oregon
DIVISION: Community Services
DEPARTMENT: Community Services / Field House
FLSA STATUS: Non-Exempt
JOB TITLE: Recreation Specialist – Pay Group 3

DATE: 2009

PURPOSE OF POSITION:

Perform general administrative and clerical duties at the Old Town Field House. Provide information and assistance on City services to the general public and other individuals and groups. Promote Field House programs and activities.

ESSENTIAL JOB FUNCTIONS:

Provide customer service, greet visitors and respond to inquiries from the public. Provide information in a clear, concise and efficient manner.

Accept and receipt payments as needed.

Perform a variety of clerical activities, such as photocopying, mail, filing, sorting documents, mailings, etc.

Perform light cleaning duties as needed at the Field House.

Assist with scheduling events and activities at the Field House. Open and close facility for programs, events and general use.

Promote Field House through press releases, public service announcements, flyers, posters, open houses, etc. Represent and promote Field House by attending community events and programs.

Ensure program evaluations are conducted and results are tabulated and reported. Suggest alternative programs based on results.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: General knowledge of recreation programs and general office practices and procedures, English and business grammar, spelling, word processing and spreadsheet applications software and use of standard office equipment. Equivalent to high school education and over one year of recreation experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid Oregon Drivers License or ability to obtain within six months.

DESIRABLE REQUIREMENTS: Spanish bilingual. Knowledge of specific word processing and spreadsheet applications and software utilized within the assigned department. Previous experience with direct public contact and municipal recreation programs.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work schedule includes evening and weekend shifts.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED:

Works under the direction of the Community Services Director.