

The Town of West Hartford
Announces an Open Competitive Examination
for the Position of

Recreation Specialist

APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY

Application Deadline:
Monday, March 18, 2019

Salary Range:
\$49,790 - \$58,214

Job Purpose

The job entails recreational supervisory work of a varied nature at the Town's skating rink, swimming pool, golf courses, tennis courts or other recreational facilities. Work involves assisting facility managers, Leisure Services Manager and/or Leisure Services Director in the selection, scheduling, training and supervision of temporary employees at various Town facilities. Specialists work with the facility managers and the Director of Leisure Services and Social Services in preparation of the budget and the planning and administration of departmental programs. Specialists work as and supervise part-time employees in capacities including but not limited to skating rink attendant, life guard and water safety instructor, golf course starter and ranger, tennis court supervisor and gymnasium specialist.

Work Environment

Work is performed at a Leisure Services facility (Ice Rink, Pool, Golf Course, etc.), and is not confined to a business office environment. Work is performed with independence and initiative, referring unusual problems to the Facility Supervisor or Leisure Services Manager. Manages multiple priorities adhering to established time frames and performance standards. Must be mobile, able to push/pull light objects, occasionally lift objects up to 30 pounds. Must be able to bend and reach. Must be able to perform such tasks as writing, filing, typing, using a calculator, and skills which require hand-eye coordination such as using a personal computer. Must be able to sit or stand for prolonged periods. Frequent interaction with people utilizing extensive oral and written communication. Must be able to concentrate on fine details with constant interruption, attend to tasks/functions for more than forty-five to sixty (45-60) minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts. Must be able to communicate and be understood clearly; hearing requirements include the ability to effectively interact with customers in person or by telephone. Work schedule subject to facility requirements and may include evening shifts, weekend shifts and rotating shifts.

Essential Job Functions

- ✓ Provides direction and supervision at the skating rink during peak program periods and assumes responsibility for the entire rink operation in the absence of the Rink Manager.
- ✓ Conducts instructional swim classes and provides lifeguard supervision during recreational swim periods at the town pools. May serve as Head Lifeguard in the absence of Aquatic Supervisor.

- ✓ Serves as a starter and/or ranger at any of the Town's golf courses, maintaining proper records and supervision.
- ✓ Assists in scheduling cultural programs and school year activities including, but not limited to dance, handicraft, gymnastics, informal and league basketball, dramatics and cross-country skiing.
- ✓ Operates equipment relative to program area (for example, Zamboni).
- ✓ Assists in the coordination of and provides supervision for the outdoor activity areas.
- ✓ Provides supervision for programs a scheduled at Town Leisure Services facilities and at local school gymnasiums and auditoriums.
- ✓ Assists facility manager with budget preparation.
- ✓ Interviews and makes recommendations for the hiring of part-time employees.
- ✓ May conduct training sessions for temporary employees.
- ✓ Assists in the approval of time cards and record maintenance for temporary employees.
- ✓ Performs related duties as required.

Required Knowledge, Skills and Abilities

- ✓ Knowledge of the philosophy and objectives of organized public recreation.
- ✓ Knowledge of the principles, practices, techniques and equipment of group recreational activities and planned recreational programs.
- ✓ Knowledge of first aid methods and safety precautions.
- ✓ Knowledge of mechanical principles and practices.
- ✓ Ability to interview, train and supervise temporary employees.
- ✓ Ability to plan, organize and supervise recreational and cultural programs based upon community preferences and needs.
- ✓ Knowledge of and ability to operate program specific equipment.
- ✓ Ability to develop long-range and short-term strategic communication plans for the purpose of informing, entertaining, engaging or changing behavior/opinion of targeted publics.
- ✓ Ability to establish and maintain effective work relationships with associates and the general public.

Minimum Qualifications

Graduation from a four year college or university with specialization in recreation, physical education or related field; or four years' experience as a recreation leader; or any equivalent combination of education and experience.

Method of Selection

	<u>Weight</u>	<u>Passing Score</u>
Oral Board Examination	100%	70

Applicants must obtain a passing score of 70% on the Oral Board Examination to be placed on the Eligible List for this position.

The Town reserves the right to limit the number of qualified candidates invited to participate in any portion of the selection process. An individual appointed to the position must satisfactorily complete a one (1) year probationary period.

Application Process

Applications may be accessed on the Jobs page of the West Hartford website, www.westhartfordct.gov. Applications **must** be completed **no later than Monday, March 18, 2019**, unless the Director of Employee Services extends such date.

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The Town of West Hartford shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Department of Employee Services provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Employee Services Department.