

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3762    **TITLE:** PARK/RECREATION SPECIALIST II    **GRADE:** S-21

**DEFINITION:**

Under general supervision, plans, coordinates, supervises, and evaluates a comprehensive set of programs for a community service area at a recreation, community, teen, senior center, or special center-based therapeutic activities; **OR** plans, coordinates, supervises, and evaluates the operation and programming of a major component of a recreation center; **OR** plans, coordinates, supervises, and evaluates an extensive, specialized turf and grounds maintenance program county-wide or at a single location such as grounds maintenance at a large complex golf facility; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Park/Recreation Specialist II class is distinguished from the Park/Recreation Specialist III class in that the Park/Recreation Specialist II plans and administers a comprehensive set of programs **within a community service** area or therapeutic activities for assigned clients; whereas the Park/Recreation Specialist III administers **County-wide programs at multiple locations** for a specific topic area or population.

Also, Park/Recreation Specialist II positions typically **do not have overall responsibility for a single location** whereas Park/Recreation Specialist III **do manage single locations**.

The Park/Recreation Specialist II class is distinguished from the Park/Recreation Specialist I in that the Park/Recreation Specialist II plans and administers a **comprehensive set of programs within a community service** area or therapeutic activities for assigned clients with narrower range of disabilities and ages; whereas the Park/Recreation Specialist I is responsible for **a specific activity or function at a park facility** or **assists in managing** the operation and programming of a major component of a recreation center.

**ILLUSTRATIVE DUTIES:**

**General duties**

Conducts program and service delivery evaluations using a variety of tools;  
Identifies deficiencies and recommends alternative strategies as needed and incorporates viable suggestions into programming;  
Develops and maintains community and corporate partnerships;  
Writes grant proposals to obtain needed services, funds, equipment, or facilities;  
Develops and implements community outreach plans to target underserved populations;  
Develops, prepares, and submits an annual budget;  
Monitors revenues and expenses and reconciles revenue/expense reports;  
Adheres to revenue and expense limits and to departmental goals and objectives;

Evaluates data from daily operations and compiles administrative reports documenting attendance and service delivery for use in developing future programming;  
Completes regular inspections and safety assessments, maintains a hazard and drug-free environment, documents issues to identify risk areas, and recommends improvements;  
Ensures that agency programs, facilities, and personnel meet all standards for certifications and licenses related to the area of assignments;  
Analyzes and ensures accountability of center inventory;  
Authorizes the purchase of supplies and equipment;  
Conducts inspections to ensure that the housekeeping, cleanliness, and maintenance of the facility are acceptable and meet quality standards;  
Develops and implements guidelines for the security and protection of a site against fire, vandalism, and other damage;  
Ensures compliance with federal, state, and County safety and health standards and operational procedures;  
Acquires and posts all current certificates, licenses, permits, and operating requirements;  
Compiles and retains operational and safety records and complies with federal, state and county safety standards;  
Enforces operating policies and procedures, evaluates their effectiveness and recommends changes;  
Coordinates efforts to optimize revenue production and/or customer satisfaction;  
Promotes diverse center participation of persons from various cultural, educational, and economic backgrounds;  
Makes arrangements for the use/maintenance of agency vehicles, facilities, and equipment;  
Recruits, trains, supervises, and schedules volunteers and subordinate staff to assist in various aspects of programming including mentoring, instruction, and program aides;  
Develops and disseminates material to publicize and market activities at the assigned location.

### **Operations**

Supervises the noon meal service, including logistics, special meal requests, nutritional requirements, proper storage of food, and collection of fees.

### **Programming**

Schedules, plans, organizes, supervises, and evaluates a diverse selection of leisure activities such as after-school programs, character education activities, family activities, community outings, hobby enrichment classes, leisure counseling and education, aquatics, camps, fitness, and therapeutic activity interventions;  
Develops activity plans and process instructions for a variety of selected activities with input from staff, community members, and volunteers;  
Develops, implements and evaluates workout programs and exercise routines for all age groups;  
Plans and evaluates unique programs for fitness camps, seniors, persons with physical disabilities, and special events with assistance from personal trainers as needed;  
Coordinates with health, social services, legal, financial, housing professionals and other local organizations to arrange and conduct special programs.

**Management**

Prepares pool rental bid packages and contracts;  
Administers long-term rentals, prepares the annual calendar of events, and collects fees;  
Evaluates aquatics curriculum and instructor training programs;  
Manages individual client cases, updates the Virginia Uniform Assessment Instrument, conducts comprehensive therapeutic and functional assessments of all individuals with disabilities, and documents progress and care plans;  
Works with other human service agencies to provide appropriate intervention strategies.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of recreation center, aquatics, or rental property operations management, as appropriate to the position;  
Knowledge of fiscal record keeping and inventory procedures;  
Knowledge of group work methods and activity facilitation;  
Knowledge of aquatics, grounds maintenance, horticulture, agriculture, cultural, or historic resources, or other specialized area as appropriate for the duties of the position;  
Ability to motivate and supervise staff and volunteers;  
Ability to prepare clear, concise financial and administrative reports;  
Ability to administer budgets;  
Ability to plan, develop and administer recreation programs or community activities;  
Ability to use a personal computer, applicable software and peripheral equipment;  
Ability to develop and implement sound management practices;  
Ability to conduct training programs;  
Ability to maintain effective relationships with staff, citizen groups, and the public;  
Ability to work independently using sound judgment in the execution of the position's duties;  
Ability to communicate effectively, both orally and in writing.

If assigned to teen or senior center position:

Knowledge of the various theories of human development;  
Knowledge of aging- or youth-related risk factors and early identification criteria;  
Knowledge of OSHA/Universal precaution standards.

If assigned to therapeutic recreation positions:

Knowledge of the various theories of human development;  
Knowledge of the principles and practices of therapeutic recreation and disability issues;  
Knowledge of the specific limitations associated with the disabilities common to clients;  
Knowledge of OSHA/Universal precaution standards;  
Ability to plan, develop, and administer recreation programs or community activities to meet the special needs of at-risk populations and communities.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree in recreation and park management, therapeutic recreation, or other closely related field;  
PLUS

Two years of progressively responsible experience in park or recreation services related work, as applicable to the position.

**CERTIFICATES AND LICENSES REQUIRED:**

Motor Vehicle Operator's license;

If assigned to senior or teen center positions:

Possession of a Commercial Driver's License, within 6 month of employment;

First Aid certification, within 90 days of appointment;

CPR certification, within 90 days of appointment;

Food Handler (VA) certification, within 90 days of appointment.

If assigned to therapeutic recreation positions:

Possession of a Commercial Driver's License, within 6 month of employment;

First Aid certification, within 90 days of appointment;

CPR certification, within 90 days of appointment;

Must be able to successfully pass state criminal history check, pre-employment drug and alcohol test, and provide proof of negative TB test within past year before appointment;

Certification with the National Council for Therapeutic Recreation (NCTRC) as a Certified Therapeutic Recreation Specialist (CTRS), within one year of appointment.

If assigned to aquatics positions:

Pool Operator's License, within 90 days of appointment;

Water Safety Instructor Certification, within 90 days of appointment;

First Aid certification, within 90 days of appointment;

CPR certification, within 90 days of appointment.

National Pool and Water Park Lifeguard Training Program Certificate, within 90 days of appointment (aquatics only).

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