

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**TEMP - ADAPTED RECREATION SPECIALIST**

Spec No. 9163

BASIC FUNCTION

Plans, organizes, implements, and leads a variety of activities, events, and programs for a diverse community population that includes but is not limited to youth and young adults.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Considering all the options, plans recreational programs and education activities.
2. Prepares program agenda and schedules and provides support to staff.
3. Recommends new recreation programs; coordinates the implementation of approved programs.
4. Monitors the work of temp recreation attendants, and volunteers involved in providing recreational programs.
5. Provides information to customers, meeting with neighborhood groups to explain and promote recreation programs and special events, and identify potential needs.
6. Maintains records and prepares reports on program activities, invoices, attendance forms, work orders, and registration.
7. Prepares promotional materials for program; submits to supervisor for review.
8. Initiates requests for purchases and maintains program supplies and equipment.
9. Serves as a first point of contact for program customers; takes routes and delivers telephone messages, makes copies of correspondence, forms, and notices.
10. Coordinates on-site organization and implementation of program activities.
11. Ensures safety of participants.
12. May perform some light maintenance duties as related to activity area including cleaning surfaces, picking up trash, storing supplies, removing recreation hazards.
13. Performs other duties as assigned that support the overall objective of the position.
14. Facilitates and or coordinates appropriate training to subordinate staff needed to achieve program goals and objectives.

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### **MINIMUM QUALIFICATIONS**

21 years of age. An associate's degree with preferable coursework in therapeutic recreation, special education, adapted physical education, or related field; AND, one (1) year experience, with field work, in recreation that services individuals with disabilities. In-service training in the field of recreation with emphasis in therapeutic recreation, adapted education, or a related area.

### **SPECIAL REQUIREMENTS**

Subject to Washington State Patrol Criminal Background Check.

A valid WA State Drivers License is required. Subject to a driving record check.

Current ARC First Aid, CPR FPR/AED or ability to obtain within 30 days of hire.

Ability to work a flexible schedule including late evening and weekends.

Interest and desire in receiving additional training is required.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- the principles, practices, techniques, and procedures governing recreation program selection, design, and delivery
- methods for identifying program demand and trends
- the rules associated with team play in a variety of sports
- human development concepts
- safety requirements applicable to leading individuals in recreational activity
- personal computers sufficient to access and use common office productivity software

Ability to:

- prepare cost summaries and statistics
- write course descriptions and promotional materials
- convey concepts, conduct training, and use courtesy when dealing with others
- safely transport customers in county owned 15 passenger vehicles

### **PHYSICAL ABILITIES**

Hearing and speaking to exchange information, dexterity of hands and fingers to operate standard office machines, 15 passenger van and maintenance equipment. Seeing to read, sitting or standing for extended periods of time, kneeling or crouching and bending at the waist to lift patrons and or facility materials of 50 lbs. (With assistance if weight is greater).

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**SUPERVISION**

Employee reports to the Recreation Supervisor.

**WORKING CONDITIONS**

Work is performed indoors and outdoors in varying weather conditions during the year. Employee works a flexible schedule which may include evening and weekend hours. On occasion, must be able to provide own transportation. Work schedule and need may fluctuate during periods of low attendance and poor weather days.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Established: March 2009  
EEO Category: 6 – Administrative Support  
Pay Grade: 233 – Classified Pay Plan  
Worker Comp Code: 5306 Non-Hazardous