

## RECREATION SPECIALIST

**DEFINITION:** Under general supervision, performs work of considerable difficulty in assessing, planning, developing and implementing recreational programs; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Develops, coordinates, implements and evaluates a variety of recreational program plans and objectives to meet user needs; plans, directs, promotes and develops interest, support and participation in recreational activities involving sports, fitness runs, youth camps, arts and crafts and hobbies; conducts studies, surveys and research to assess, evaluate and determine recreational needs and interests; attends chapter meetings to disseminate information, determine recreational needs and potential, and to seek community interest and support.

Introduces new and/or additional facilities, programs or services to meet the recreational needs of the Navajo people; seeks and solicits outside monies to fund program costs; establishes and maintains ongoing contact and liaison with local educational and recreational organizations for mutual support, integration and coordination of efforts; may work and coordinate activities, programs and services with other professional personnel, such as those engaged in medicine, social work, psychology, therapy and/or juvenile or youth work to ensure that recreation is balanced, coordinated and integrated with special service needs.

Serves as resource person in recreational matters by providing information, expertise, insight and technical assistance; interprets laws, rules and regulations related to recreation; plans, develops, organizes and conducts in-service and related training for assigned staff and volunteers; assists in the preparation of budget, proposals and grants; prepares required reports; attends meetings, training and conferences.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of methods and techniques of program planning and objectives of public recreation.  
Knowledge of active and passive game activities suitable for children, adolescents, adults, senior citizens and/or special populations.  
Knowledge of current principles, techniques and objectives of public information and relations programs.  
Skill in producing written documents using proper news style, sentence structure, grammar and punctuation.  
Skill in evaluating and editing content, structure, and format of a range of written educational material.  
Skill in assessing, evaluating and determining recreational resources, needs and potential of communities.  
Skill in first aid methods and necessary safety precautions used in recreational work.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed both indoors and outdoors with exposure to a variety of adverse weather conditions. Work may at times be strenuous, requiring continuous physical effort for long periods; and lifting objects weighing up to 50 lbs.

### **MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Recreation, Physical Education, Exercise Science, Sports Administration or closely related field.

THE NAVAJO NATION

Class Code: 3680  
Community Education and Counseling Series  
Recreation Group Overtime  
Code: Non-Exempt  
Pay Grade: 62

### RECREATION SPECIALIST

**PREFERRED QUALIFICATIONS:**

- Two (2) years in recreation planning and development.
- Certification in Individual and Group Exercise.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.
- Possess a current CPR and First Aid Certificate, and a Food Handler's Permit.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.