CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web: www.knoxvilletn.gov

4100 Assistant Recreation Specialist
(Entry-Level and Promotional)

***PART-TIME POSITION - 60 HOURS BIWEEKLY***

Drug testing may be required

ENTRY-LEVEL SALARY: $23,693 annually
PAY GRADE RANGE: $23,693 - $34,260 annually (Pay Grade 4)

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by the deadline of 4:30 p.m. on Monday, April 4th, 2022.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (if using coursework to supplement/replace experience) (upload and attach to your online application if applicable)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.

- Graduation from a standard high school or equivalent, and EITHER:
  a) One year experience (either paid or voluntary) in providing instruction or guidance to youths or adults such as athletics, arts & crafts, or other related recreational activities, OR
  b) Supplemental coursework in recreation, athletics, arts & crafts, or other related fields.

Must participate in CPR training and acquire CPR Certification, at the City’s expense, during the probationary period, and be re-certified annually.

EXAMINATION:

Applicants meeting the minimum qualifications will be scheduled for the written test (100% of final score). Subjects on the written test include: Knowledge of Recreation Program Development, Knowledge of Program Rules, Concepts, and Techniques, Knowledge of Recreation Facilities and Equipment, & Interpersonal Skills

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
POSITION DESCRIPTION
City of Knoxville

Class Title: Assistant Recreation Specialist
Working Title: Assistant Recreation Specialist
Incumbent: vacant
Created: 05/21/2008
Revised: 05/10/2021

GENERAL DESCRIPTION
Under general supervision, assists a Recreation Specialist in directing recreational programs and activities for various age groups in Recreation Centers, parks and other sites throughout the City; leads participants in a variety of recreational programs and activities; chaperones field trips, hikes, and other organized activities and games; assists in supervising the activities of children and adults in City recreation facilities; assists in cleaning and maintaining recreation facilities and equipment as necessary.

ESSENTIAL FUNCTIONS
Organizes and directs recreation programs - Assists Recreation Specialist in planning, organizing and leading a variety of recreation programs and activities; provides instructions to program participants and directs them in the principles, rules, practices, etc. of the specific activity or program in which they are participating; demonstrates methods and techniques to participants as required; researches available materials to learn about or maintain an awareness of developing trends, new techniques or methods, changes, etc., and communicates necessary or useful information to participants.

Monitors program participants – Evaluates the individual needs and abilities of program participants in order to tailor programs to each individual group or individual; monitors the performance and progress of each individual in order to identify any modifications which might be necessary; observes participants to ensure that activities are properly performed and that equipment and supplies are correctly used; chaperones field trips, hikes, organized games and activities, etc.; renders emergency first aid to injured or stricken participants as needed.

Manages recreation facility – Supervises recreation facility events and activities in order to ensure orderly conduct, resolves disputes, etc.; enforces facility rules and ejects unruly or unauthorized individuals as necessary; patrols facilities to detect damage or needed repair, and reports same to appropriate authorities; supervises exercise/weight room facilities and monitors individual use and safety; checks and maintains exercise equipment for repair, safety, and routine cleaning; assists in cleaning and maintaining facilities; orders and maintains necessary supplies, materials, and equipment; checks in/out recreation equipment/games; opens, closes, and secures facility.

Coordinates recreation facility use – Organizes and schedules events and activities (e.g. tournaments, field trips, etc.), makes reservations for participants, and otherwise coordinates the use of recreation facilities; greets patrons and informs them of activity and event schedules, registration requirements, facility rules, etc.; keeps attendance records or otherwise maintains information regarding facility use and participants; arranges equipment, supplies, tables and chairs, etc. in designated rooms or other areas to prepare for scheduled activities.

MARGINAL FUNCTIONS
Supervision – Assists Recreation Specialist in supervising the activities of subordinates (interns, summer workers, volunteers, etc.) in the daily performance of their assigned duties, including monitors the activities of subordinates in order to ensure adherence to departmental rules and regulations, safety procedures, etc.; provides oversight and assistance with recreation programs and facilities. Assists Recreation Specialist in supervising summer youth activities and events.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of recreation program development – Knowledge of the principles and practices employed in defining program needs, and planning, developing, implementing and managing individualized or group programs; knowledge of instructional methods and techniques used in the preparation and delivery of individualized or group programs; knowledge of resources available for the development of specialized programs; knowledge of the techniques and methods used to assess, evaluate and monitor the physical and mental capabilities of program participants, and to tailor programs or activities accordingly.

Knowledge of recreation program rules, concepts, etc. – Knowledge of the rules, concepts, techniques, etc. which apply to a variety of recreation programs and activities, and the physical and mental capabilities required to participate in such activities; knowledge of common recreation activities such as arts and crafts, games, tournaments, physical fitness, etc.

Knowledge of recreation facilities and equipment – Knowledge of the facilities, equipment and supplies required for the effective administration of recreation programs; knowledge of the safe and proper use of required equipment, materials, supplies, etc.

Knowledge of basic safety procedures – Knowledge of the techniques and principles for ensuring the safety of recreation program participants; ability to recognize symptoms or situations requiring medical attention; basic knowledge of emergency first aid procedures (e.g. CPR).

Knowledge of supervisory practices and techniques - Knowledge of the principles and practices of effective supervision; knowledge of methods and practices of training subordinates in a variety of areas for the improvement of performance.

Interpersonal skills – Skill in communicating with a wide variety of people to provide general information, recommend activities or programs, offer encouragement, etc.; ability to apply positive reinforcement and motivational techniques and methods in counseling and advising program participants; ability to establish and maintain effective working relations with the public and other employees; ability to enforce recreation facility rules and regulations, and to appropriately discipline offenders; ability to resolve conflicts between individuals and/or groups.

Knowledge of record-keeping procedures – Knowledge of the procedures and requirements for the accurate completion of a variety of forms and/or reports; knowledge of the appropriate distribution, maintenance and location of records and reports.
PHYSICAL REQUIREMENTS
This position consists of primarily medium work, requiring the incumbent to exert up to 50 pounds of force occasionally, or 20 pounds (or less) of force frequently in order to lift/carry, push/pull or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS
This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situation where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS
Graduation from a standard high school or equivalent, and EITHER:
   a) One year experience (either paid or voluntary) in providing instruction or guidance to youths or adults in areas such as athletics, arts & crafts, or other related recreational activities
      OR
   b) Supplemental coursework in recreation, athletics, arts & crafts, or other related fields.
Must participate in CPR training and acquire CPR Certification, at City’s expense, during probationary period, and be re-certified annually.