

PARKS ACTIVITIES SPECIALIST

FLSA Status: Covered
Union Representation: Nonrepresented
Civil Service Status: Exempt

Class Summary:

This is professional instruction of recreation and leisure services activities in the Parks Bureau's Self-Sustaining Program. Positions assigned to this class are responsible for developing curricula in the area of assignment and instructing participants. Positions assigned to this class report to a higher level Recreation Coordinator or Recreation Supervisor who evaluates community needs and develops overall program direction and objectives. Work is reviewed in terms of meeting course objectives and meeting community needs. This is a part-time Seasonal/Casual/Casual Other classification. Seasonal appointments are limited to 1400 hours per year. (Reference HR Administrative Rule [3.03 Seasonal Appointments](#))

Examples of Work: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

- Develops lesson plans and curricula related to area of assignment based upon overall program objectives and guidelines.
- Instructs classes in recreation and leisure services in area of specialty or assignment.
- Prepares materials for instruction of classes; monitors participation and evaluates classes.

Knowledge, Skills and Abilities: (At time of appointment, base KSAs expected of all positions)

- Thorough knowledge of the principles, practices and rules related to assigned area of instruction.
- Skill in instructing others in the area of assignment.
- Physical ability to instruct assigned classes.
- Ability to relate to a diverse community.
- Ability to establish and maintain effective working relationships with supervisor, other employees, class participants and the general public.

=====

Class History:

- Adopted: 07-16-92
- Revised: 10-06-04 FLSA Status changed to Covered.
- Revised: 03-31-06 Added seasonal/casual language.
- June 2009 - Change Job Class number from 4321 to 30000255, due to system change.
- July 2012 – revised maximum hours and other language to matched updated Administrative rule.