

**Ordinance No. 53-14 – Exhibit A**  
**CLASSIFICATION SPECIFICATION**  
**CITY OF AVON**  
**An Equal Opportunity Employer**

**TITLE:** Part-Time Seasonal Recreation Specialist

**Page 1 of 1**

**JOB RESPONSIBILITIES:** Under immediate supervision of Part-Time Program Specialist, monitors and provides direct contact to children participating in City Recreation Department summer programs.  
**Performs other related duties as required**

**QUALIFICATIONS:** Coursework, training, work experience, or equivalent combination:

Continuation of secondary education (high school or GED) or equivalent, must execute valid Minor Employment Agreement if under 18 years of age.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**

Basic First Aid Certification, preferred.

| <b>% OF TIME</b> | <b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)                                                                                                                                                               | <b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]                                                                                                                                                                                                                                                                                                                                                               |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 70-85            | 1. Provides direct contact and interaction with children participating in Recreation Department Summer programs; monitors children to ensure safety while participating in sponsored activities; assists Program Specialists with operation of programs and oversight of children. | 1. <b>Knowledge of</b> (1) City and Department policies and procedures,* (2) English spelling and grammar, (3) basic recreation principles; <b>ability to</b> (4) communicate effectively, (5) follow detailed instructions, (6) prepare accurate documentation, (7) work independently or with others, (8) develop and maintain effective working relationships, (9) calculate fractions, decimals, and percentages, (10) carry out instructions in written, oral, or picture form. |
| 15-30%           | 2. Performs other duties as assigned.                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

**TITLE:** PT Seasonal Recreation Specialist

Developed by Clemans, Nelson & Associates, Inc

**Approval Date**\_\_\_\_\_

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