

Ordinance No. 55-14 - Exhibit A
CLASSIFICATION SPECIFICATION
CITY OF AVON
An Equal Opportunity Employer

TITLE: Part-Time Seasonal Program Specialist

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JOB RESPONSIBILITIES: Under general supervision of Recreation Director, oversees operation of specified recreation 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; plus prior experience as Part-Time Seasonal Recreation Specialist.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Basic First Aid Certification preferred.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
85-90%	1. Serves as lead instructor for children related to specified recreation activity(ies) (e.g., performs proper set-up and clean-up of equipment; maintains equipment; supervises children; instructs children on topic; reports injuries/accidents, etc.); prepares documentation regarding administration of program (materials used, time spent, sign-in sheets, etc.); answers questions from parents/guardians regarding programs.	1. Knowledge of (1) City, Department, and Division policies and procedures,* (2) English spelling and grammar, (3) basic recreation principles; ability to (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.
10-15%	2. Performs other duties as assigned.	

TITLE: PT Seasonal Program Specialist

Developed by Clemans, Nelson & Associates, Inc

Approval Date_____

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