



## RECREATION SPECIALIST

### **DEFINITION**

Under direct supervision, plans, organizes, and oversees a variety of onsite activities for City-sponsored special events and concerts; performs setup and take down operations for events; compiles lists of potential sponsors for events; contacts potential sponsors to solicit monies and participation; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Parks and Recreation Supervisor. Exercises technical and functional direction over temporary staff and volunteers.

### **CLASS CHARACTERISTICS**

This is a part-time classification responsible for coordinating and managing the onsite activities for City-sponsored events.

### **ESSENTIAL DUTIES**

Duties may include, but are not limited to the following:

- Assists with coordinating and implementing onsite event operations including the set up and take down of equipment, and assures all equipment and supplies are properly stored and secured; assigns tasks to temporary staff throughout events; purchases supplies, as needed.
- Establishes and maintains relationships with event supporters to procure event sponsorship funds from various businesses, corporations, and foundations; describes event type and the need for sponsorships; communicates the benefits of becoming a sponsor through in-person or other meetings; prepares requests for sponsorship proposals; implements sponsorship strategies to maximize revenues.
- Communicates via phone or in-person meeting with special event vendors and entertainment providers to negotiate and procure their services and coordinate event logistics.
- Enforces rules and regulations of programs and facilities.
- Collects logos and other information from sponsors for marketing materials; encourages sponsors to utilize sponsor benefits.
- Assists with pre-planning, coordinating, and implementing special events; provides input to supervisory and management staff on potential City-sponsored events.
- Prepares correspondence to send to sponsors such as proposals, thank-you letters, event surveys, and event outcome reports.
- Prepares internal sponsorship reports to document sponsorship details.
- May perform essential front office duties in the absence of office staff.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of organizing groups, programs, and services for special events.
- Basic principles and practices of sponsorship solicitation.
- Methods, techniques, procedures, and service delivery needs related to special event coordination.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service.
- Records management principles and practices.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Modern office practices, methods, and computer equipment.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

### **Ability to:**

- Establish and maintain relationships with potential and current sponsors.
- Plan, schedule, assign, and oversee the activities of assigned staff.
- Prepare clear, concise, and competent reports, correspondence, and other written material.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Resolve minor conflicts.
- Organize, maintain, and update databases and records systems.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

Equivalent to graduation from high school;

**AND**

One (1) year of full-time experience performing special events or recreation activities, including

arts and crafts, youth and adult sports, and/or other organized activities.

### **Licenses and Certifications**

- Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; strength, stamina, and mobility to traverse uneven terrain, including climbing ladders, stairs, and other temporary or construction access points; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard or calculator; and the ability to occasionally lift, carry, push, and pull materials and objects up to 30 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may also work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

*This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.*

Adopted	November 2023
Revised	
FLSA	Non-Exempt
Salary Schedule	AFSCME/Range 11