

THE CITY OF KNOXVILLE
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 Program Specialist General 8/23/2016

(Entry-Level and Promotional)

*****(PART-TIME POSITIONS - 60 HOURS BIWEEKLY)*****

Drug testing may be required

ENTRY-LEVEL SALARY: \$21,259 annually.

PAY GRADE RANGE: \$21,259 - \$30,732 annually (Pay Grade 4)

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.

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 only accepts online applications. To apply, go to www.knoxvilletn.gov. **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 **4:30 p.m. on: Friday, September 2, 2016.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (if applicable) (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.
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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.
- High school diploma or GED equivalent, **AND** either:
 - A). Some experience (paid or voluntary) in providing instruction or guidance to youth and/or adults in areas such as athletics, arts/crafts, dance, or related recreational activities;
 - OR**
 - B). Supplemental coursework in recreation, athletics, arts and crafts, dance, or other related fields **(MUST SUBMIT TRANSCRIPTS WITH APPLICATION).**
- Must participate in CPR training and acquire CPR Certification, at City's expense, during probationary period, and be re-certified annually.

EXAMINATION

The selection procedure for this position will consist of a Written Exam that will comprise 100% of the applicant's final score. Subject areas on the written exam will include: Leadership, Communication, Recreational Program Practices, Techniques, Rules, Facilities, Equipment, and Development.

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 Program Specialist – General	Working Title: same	PCN:
	Incumbent: vacant	Created: 05/21/2008

GENERAL DESCRIPTION

Under general supervision, assists a Recreation Center Leader in directing recreational programs and activities for various age groups in community centers and playgrounds throughout the City; leads participants in a variety of recreational programs and activities; chaperons 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

- Assists in planning recreational activities for groups and individual participation.
- Designs and teaches specialty programs for youth groups including dance and movement.
- As necessary, designs and teaches aerobic exercise classes for adult programs.
- Assists Center Leader in organizing and leading recreational programs, events, and activities.
- Assists Center Leader in supervising summer youth activities and events.
- Supervises exercise/weight room facilities and monitors individual use and safety.
- Designs and develops individual exercise programs using the facility weight room.
- Checks and maintains exercise equipment for repair, safety, and routine cleaning.
- Maintains records.
- Enforces rules and maintains discipline in the recreation center and at various related sites.

MARGINAL FUNCTIONS

- Assists with general supervision of facility and recreational equipment.
- Opens and closes facility (i.e., checks lights and locks, secures equipment, checks bathrooms, etc.)
- Checks in/out recreational equipment/games.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of recreational program rules, concepts, facilities, and equipment.
- Knowledge of principles and practices of recreation program development.
- Knowledge of techniques used to assess recreation program participants.
- Ability to enforce recreation facility rules and regulations.

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 Civil Service office for review upon request.

MENTAL REQUIREMENTS

Uses some training and/or experience to select from a limited number of solutions the most appropriate actions or procedures in performing the job. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

MINIMUM REQUIREMENTS

Graduation from a standard high school or equivalent, **and** EITHER:

a. Some 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.