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Recreation Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV326	**Community & Recreational Services**	**Recreation Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$18.60 - $26.50**	**October 22, 2026**

The Recreation Specialist organizes, leads, and promotes interest in recreational activities, such as arts, crafts, sports, games, and hobbies. Lead Recreation Assistants in all phases of recreational activities at assigned site. Responsible for provisions of recreational services for participants with disabilities for the Parks and Recreation Department, to ensure participants with disabilities have equal access to programs with the County's established policies and procedures. Requires participation in basic first aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) skills training. (R957, R414, R413)

Job Description

DUTIES AND RESPONSIBILITIES

- Organizes and supervises recreational sports/activities at assigned locations.
- Assists in developing, scheduling, and implementing recreational programs, which meet the needs and interests of various age groups and participants with variable physical capabilities. Observes clients physical, social and behavioral status and participation in activities and relays progress reports to manager and other staff members.
- Provides support to participants with disabilities, based on assigned accommodation plans and sound inclusion practices.
- Assists inclusion participants with activities and with identified accommodations needed; utilizes appropriate techniques to motivate and encourage client participation.

- Works in conjunction with other program staff; supervises inclusion participants ensuring their safety, social inclusion and accommodation.
- Provides recommendations to supervisor for program changes and innovation.
- Responsible for enforcing rules of a community facility and/or program.
- Schedules activities and arranges for use of a recreational facility in cooperation with assigned supervisor.
- Assists with some maintenance duties as necessary.
- Prepares statistical and participant progress reports as needed.
- Assists in budget preparation, planning, purchasing, and administrative duties, record keeping, and tracking attendance of program participants.
- Performs clerical duties as required.
- Transports program participants in multi-passenger vehicles as needed.
- Incumbent(s) in this classification may handle sensitive and/or confidential records, plans, documents or decisions that require maintaining confidentiality of sensitive information.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Two (2) years of experience in the recreation field working with various age groups and individuals with variable physical and mental abilities.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

- Will receive skills training in basic first aid and CPR.

WORKING CONDITIONS

- Works with general direction and with select groups.
- Work performed both indoors (60%) and outdoors (40%).
- Worker will be exposed to natural weather conditions when working outdoors.
- Duties will be performed on sand, gravel, asphalt, grass, wood floors and tile, all of which may be wet or dry.
- Required to drive multi-passenger vehicles as needed.
- Required to work variable hours.
- Work hazards are those normally encountered in the instruction or participation in sports activities.

EQUIPMENT, TOOLS, AND MATERIALS

- Sports equipment such as used in baseball, basketball, football, soccer, tennis, etc., and various arts and crafts supplies are utilized in the performance of essential duties.
- Equipment and materials typically used in the performance of clerical duties include telephone, copier and basic office supplies.
- Equipment typically used in performance of maintenance duties includes mops, brooms, buffers, and window cleaning supplies.