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Recreation Specialist Senior

JOB CODE	JOB FAMILY	PROFILE
JCV434	**Community & Recreational Services**	**Recreation Specialist Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**September 15, 2026**

The Recreation Specialist Senior plans, coordinates, and oversees programs and staff for various department operations. This position implements, monitors, and evaluates recreational, educational, and leisure programs for the public. It also schedules staff and assists with facility and grounds scheduling for programs and special events.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists with planning, coordinating, implementing, monitoring, and evaluating public recreational, educational, and leisure programs.
- Schedules staff and helps coordinate the use of facilities and grounds for programs and special events.
- Supports supervision and evaluation of staff and program contractors as assigned.
- Maintains records of program activities and participation; performs related administrative tasks.
- Assists with budget preparation, purchasing, and expenditure tracking.
- Plans and supervises field trips; drives a county vehicle to transport program participants as needed.
- Helps train, motivate, and mediate issues with assigned staff.
- Prepares reports, facility use and rental agreements, flyers, brochures, and public correspondence.

- Establishes and maintains relationships with local schools, businesses, community organizations, and government officials to support program operations.
- Sets up activity areas and assists with general cleaning as needed.
- Handles sensitive or confidential records, documents, or decisions requiring discretion and confidentiality.
- ***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.
- Four (4) years of work experience in recreation, education, or related field.

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, typewriter, copier and basic office supplies.
- Equipment typically used in performance of maintenance duties includes mops, brooms, buffers, and window cleaning supplies.