

## Job Description

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# Recreation Specialist, Special Events City of Hermiston Parks and Recreation

- Part-Time, Non-benefited
- Wage: \$15-\$19 hour
- Schedule: Hours Vary (up to 20 hours per week, not to exceed 1500 hours per year)
- Closing date: Open until filled

Hermiston Parks and Recreation is seeking a part-time Recreation Specialist to support community special events programs and other areas in recreation. Incumbents must have a proven background showing good work ethic, punctuality and reliable attendance and must work effectively with people of different backgrounds, abilities, opinions and perceptions. S/he will be required to work a varied work schedule based on program needs; preferred availability during evenings and weekends.

### GENERAL FUNCTION

Under the direction of the Recreation Coordinators, the Recreation Specialist is responsible for actively supporting recreation operations primarily in special events, assisting in programming and on-site supervision at events. Additional duties may include sports, programs, and aquatics depending on availability and experience.

### JOB RESPONSIBILITIES

- Collaborate with Recreation Coordinators to plan, organize, and execute community special events.
- Assist in the development and implementation of event programming to ensure a diverse and engaging experience for participants.
- Provide on-site supervision and coordination during special events to ensure a safe and enjoyable environment.
- Assist with marketing and promotional efforts to maximize event attendance and community engagement.
- Work closely with event staff and volunteers to facilitate event logistics and resolve any issues that may arise.
- Maintain a strong work ethic, punctuality, and reliable attendance to meet program needs and deadlines.
- Adapt to a varied work schedule, including evenings and weekends, to accommodate special event requirements.
- Foster inclusivity by effectively interacting with individuals from diverse backgrounds, abilities, opinions, and perceptions.

### JOB REQUIREMENTS

To be successful, you must meet education, training and experience requirements, and you must be able to demonstrate some critical knowledge, skills, and abilities.

## **EDUCATION, TRAINING AND EXPERIENCE**

- High school graduate or equivalent required. College experience preferred.
- One year experience in event planning, recreation and/or any other combination of relevant experience.
- Strong organizational skills and attention to detail to manage event logistics, budgets, and timelines.
- Previous customer service experience preferred.
- Current CPR/AED and First Aid certifications or ability to become certified required.

## **WORKING CONDITIONS**

- Must be willing to regularly work variable hours, weekends and holidays.
- May be required to sit, stand or maintain physical activity for extended periods of time.
- May be required to work outdoors for extended periods of time. May be exposed to extreme outdoor weather conditions and temperatures.
- Must be alert at all times, keeping safety in mind. Must possess acceptable hearing and visual capabilities in order to monitor environment and members' well-being.
- May be required to lift and carry up to 50 lbs. in various forms.
- Must exhibit patience and understanding.

## **DISCLAIMERS**

- **Must complete successful background check.**