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IRC: 30273

Job Title Recreation Specialist, Grade 21

Location Wheaton, MD, US

Organization Name Department of Recreation

Medical Exam Limited Core Exam with Drug & Alcohol Screen

Background Investigation Yes

Financial Disclosure No

Job Description

 Closing Date: May 1, 2017

The Montgomery County Department of Recreation is seeking dynamic and experienced, fulltime Recreation Specialist whose creativity and knowledge can be demonstrated in a wide range of services for the department's Youth Development Team. The goal of the Youth Development Team is to keep young people healthy, productive, and connected during out-of-school time through a full range of out-of-school time recreational, leisure and youth development activities. Activities include but are not limited to after-school programs and special events for school age children through late adolescence, workforce development, sports leagues, and experiential learning opportunities.

This Recreation Specialist work involves the ability to prepare program plans based on priorities for serving the needs of a demographically diverse community; including recruiting, hiring, developing, supervising, and retaining a diverse seasonal/part-time workforce. The successful candidate will be a polished professional who has knowledge and skill and abilities in developing, promoting, publicizing, scheduling, coordinating, evaluating and implementing programs in a positive youth development setting. The successful candidate will have the ability to communicate plan and resource needs to supervisor, colleagues, and community stakeholders; the ability to identify trends in recreation and youth development and initiate or modify programs based on analysis to meet community needs; the ability to establish and maintain effective working relationships, including the flexibility and adaptability to work in a variety of situations that are changing and/or have competing priorities; the ability to prepare detailed reports and track data to justify and support service and make data driven decisions; and the ability to prepare and track complex program budgets accurately and operate within the framework of the approved budget. Effective oral and written communication skills are necessary.

The Recreation Specialist is a key member of the Youth Development Team and will be required to demonstrate professional courtesy to community members, recreation staff and others who may be encountered in the field. The successful candidate will also have a broad individual program responsibility, while supporting the rest of the team through program and organizational support needed to adapt to changing recreational needs of young people related to the County's Positive Youth Development Initiative.

All assignments have weekend and evening requirements to support the program, and includes occasional holiday work. This position may require the ability to attend meetings or perform work at locations outside the office.

As a manager/supervisor/ organizer of unionized employees, these positions have responsibility for fostering a positive labor relations environment based on mutual trust, respect, and cooperation; maintaining stability of seasonal employees by modeling desired behaviors through consistent and positive work ethic, and by advocating on behalf of the management team; and have the responsibility for motivating and providing direction and guidance to employees through clear articulation of work projects, goals and related services.

The selected candidate will be required to complete a background investigation and a medical exam with drug/alcohol screen prior to appointment.

Additional Employment Information

 Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to special.accommodations@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on Hiring Preference.

All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Qualifications

 Experience: Two (2) years of progressively responsible recreational specialist work involving planning, organizing, supervising and implementing an area-wide, countywide or special interest recreation program.

Education: A Bachelor's Degree in Recreation from an accredited college or university, or in any other field providing a strong foundation for success in the duties and responsibilities of this class.

Equivalency: An equivalent combination of education, experience and training may be substituted.

LICENSE: Valid Class C (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

o Experience planning, organizing, promoting and directing a variety of recreation and leisure programs.

o Experience recruiting, hiring, training, evaluating and supervising staff/volunteers.

o Experience developing and maintaining a budget. Specific examples of the size and the complexity of the budget are preferred.

o Experience establishing and maintaining effective working relationships with individuals, groups, and agencies interested in or involved in youth related programming and recreation activities.

o Experience using Microsoft Office Suite, Oracle and/or other database management systems. Providing specific examples of when and how these systems were used is preferable.

o Experience and knowledge of theories, principles and practices common in the field of recreation and positive youth development.

o Experience monitoring and evaluating program results and presenting outcomes, both qualitative and quantitative, especially in programming for vulnerable populations.

Minimum Salary 52684

Maximum Salary 87107