



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

JOB SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ATHLETIC AND RECREATION SPECIALIST	32	B	10.616

JOB SUMMARY

Athletic and Recreation Specialists plan, organize, and oversee athletic and recreational activities to ensure appropriate use of leisure time, develop and/or maintain fitness, and relieve emotional stress.

JOB DUTIES

1. Evaluate athletic and recreational activities and assess benefits and population interest.
2. Adapt activities to diverse population needs and facility resources.
3. Offer a variety of athletic and recreational programs, recruit and schedule participants, and prepare rosters.
4. Provide instruction on activities, explain rules, obtain and set up equipment, and ensure safety and security.
5. Engage in activities, observe skills and limitations, provide guidance and counseling, and initiate discussions to diffuse potentially volatile situations.
6. Establish recognition awards and promote fairness, good sportsmanship, and active participation.
7. Maintain records, track program progress, and contribute to budgeting and expenditure tracking.
8. Select, supervise, and train assistants from the assigned population, evaluate performance, and calculate payroll and/or work credit information.
9. Prepare and maintain records and reports on activities.
10. Assist in the development of program budgets and track expenditures.
11. Secure, store, and maintain equipment and facilities.
12. Request equipment purchases or replacements for improved opportunities.
13. Collaborate with others to ensure appropriate security and supervision during activities.
14. Perform related duties as assigned.

ESSENTIAL QUALIFICATIONS

EXPERIENCE AND EDUCATION

Three or more years of applicable experience as described in the job duties and graduation from high school or equivalent education.

KNOWLEDGE, SKILLS, AND ABILITIES

(Includes knowledge, skills, and abilities required upon entry into position and trained after entry into position.)

Knowledge of:

- Applicable federal and State laws, regulations, and agency policies and procedures.
- A variety of athletic and recreational activities; equipment required for sports and recreational activities; athletic equipment care, cleaning, and maintenance; sports rules and techniques including methods used for improving performance and officiating athletic events; training regimens.
- Physiological and psychological benefits of recreation and physical activity; human anatomy and muscle functions; nutrition as related to physical fitness; cultural diversity and composition of factions within a variety of ethnic groups; basic math, reading, and writing.

Skill in:

- Interpersonal and communication, both verbal and written.
- Use and operation of office and job-related equipment and software.

Ability to:

- Organize, plan, and direct a comprehensive athletic and recreational program in an assigned facility; evaluate athletic and recreational activities and determine program needs; determine equipment necessary for activities; schedule activities, leagues, and tournaments; assign and review the work of participant assistants; objectively officiate events; coach and motivate individuals in sports and recreation programs; actively participate in a variety of sports and recreational activities.
- Effectively communicate and instruct others in rules and strategies of physical education and recreation activities; defuse potentially volatile situations; prepare written reports and records; perform mathematical calculations required to prepare inmate payroll and/or work credit records.

SPECIAL REQUIREMENTS

1. A valid Nevada driver's license, with applicable endorsements, may be required at the time of appointment and as a condition of continuing employment.
2. Some positions may require certifications, designations, and/or licensures at the time of appointment and as a condition of continuing employment.
3. Some positions may require pre-employment screening for controlled substances.
4. The State of Nevada may require applicants to consent to a background check, which includes a review of criminal and employment history. This review does not necessarily eliminate the candidate from the possibility of employment. The results of the background check may be used to assess eligibility for the position.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

PHYSICAL, ENVIRONMENTAL, AND OTHER REQUIREMENTS for the position with or without accommodation.

*Indicate the type of **physical effort** which is essential to the successful performance of this job:
(Check all that apply)*

- | | | | | |
|---|--|--|--|---|
| <input checked="" type="checkbox"/> standing | <input type="checkbox"/> running | <input checked="" type="checkbox"/> lifting, 20 lbs | <input checked="" type="checkbox"/> observing | <input checked="" type="checkbox"/> turning |
| <input checked="" type="checkbox"/> walking | <input checked="" type="checkbox"/> bending/stooping | <input checked="" type="checkbox"/> carrying, 20 lbs | <input type="checkbox"/> tasting | <input type="checkbox"/> throwing |
| <input checked="" type="checkbox"/> balancing | <input checked="" type="checkbox"/> sitting | <input checked="" type="checkbox"/> pushing, 20 lbs | <input checked="" type="checkbox"/> kneeling | <input checked="" type="checkbox"/> hearing |
| <input checked="" type="checkbox"/> climbing | <input checked="" type="checkbox"/> reaching | <input checked="" type="checkbox"/> pulling, 20 lbs | <input checked="" type="checkbox"/> stretching | <input type="checkbox"/> smelling |

*Indicate any other requirements which are essential to the successful performance of this job:
(Check all that apply)*

- | | |
|---|---|
| <input checked="" type="checkbox"/> Ability to communicate on the telephone (hearing) | <input checked="" type="checkbox"/> Ability to understand technical manuals |
| <input checked="" type="checkbox"/> Ability to speak | <input checked="" type="checkbox"/> Ability to work amicably with co-workers |
| <input checked="" type="checkbox"/> Ability to write legibly in English | <input checked="" type="checkbox"/> Ability to learn tasks in a reasonable amount of time |
| <input checked="" type="checkbox"/> Ability to read instructions and numbers in English | <input checked="" type="checkbox"/> Ability to follow supervisor's instructions |
| <input checked="" type="checkbox"/> Ability to complete tasks with numerous | <input checked="" type="checkbox"/> Regular attendance at meetings with both team |

interruptions

members and external parties as appropriate, in the State of Nevada offices as well as offsite locations, which may include enclosed office spaces and/or outdoor field job site locations. Supervisor positions may include conducting and leading meetings

Please note this section is for the sole purpose of complying with the ADAAA " Americans with Disabilities Act Amendments Act" and is not to be construed to include all team members employed in each job classification. The Employer reserves the right to change the requirements of each job as changes in business and/or technology dictate.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.