



Job Title: Recreation Specialist

FLSA Classification: Non-Exempt (Starting \$16.82 hr. Based on experience)

Reports To: Recreation Manager

Effective Date: June 2026

Job Summary:

The Recreation Specialist develops, leads, and supervises early childhood and youth recreation programs, including but not limited to, preschool aged classes, and seasonal and summer camps. The position provides hands-on instruction, ensures safe and developmentally appropriate activities, and manages program operations in alignment with departmental standards.

Supervisory Responsibilities:

- Specialists supervise part time support staff and assist across various recreation facilities or program areas as needed.

Duties / Responsibilities:

- Directly teach and supervise preschool students using a developmentally appropriate, play-based curriculum aligned with West Virginia Early Childhood Standards.
- Ensure curriculum used or written is developmentally appropriate and aligned with West Virginia Early Childhood Standards.
- Plan, organize and lead additional early childhood programs and camps assigned.
- Plan and implement developmentally appropriate lessons, activities, and routines that support cognitive, social, emotional, and physical development within a safe, inclusive learning environment that fosters early academic foundations and positive behavior.
- Develop activity plans and daily schedules for camps and programs in accordance with departmental guidelines.
- Coordinate program logistics, including schedules, supplies, activities, and use of park and facility spaces.
- Maintain a safe, clean, and healthy learning environment in compliance with licensing, health safety, and departmental standards.
- Follow emergency procedures and complete required documentation, including incident and accident reports.
- Always maintain appropriate supervision and teacher-to-child ratios.
- Purchase, manage, and maintain preschool program supplies and materials within approved guidelines.
- Communicate regularly with parents/guardians on student progress and behavior.
- Provides quality customer service to both internal & external guests.
- Performs other related duties as assigned.

**Required Skills / Abilities:**

- Ability to earn & maintain continuing ed requirements as outlined by the WV State Wide Training & Registry System (STARS).
- Ability to earn and maintain First Aid and CPR Certification.
- Ability to work independently and collaboratively in a team environment.
- Ability to handle materials, assist large groups, and maintain organization.
- Ability to work a flexible schedule that may include evenings and weekends.
- Demonstrated ability to use computers effectively and efficiently, including proficiency with departmental and recreation-specific software systems.
- Strong customer service and communication skills.

Education and Experience:

- High school diploma or GED required, with a minimum of two (2) years of experience in a recreational, educational, or childcare setting as a lead teacher.
- Preference may be given to candidates with a certificate or degree in Early Childhood Education.
- Valid driver's license and clean driving record.
- Must be able to pass a criminal background check.
- Must be at least 21 years of age.

Physical Requirements:

- The work environment involves both office & parks setting. May have exposure to extreme heat, cold during program or camp activities.
- There will be periods of time sitting at a computer as well as standing, walking, lifting, and outside time to support park initiatives.
- Some lifting, carrying, pushing, and / or pulling may be required. Must be able to lift up to 50lbs.
- Parks & Recreation is a smoke-free facility; therefor smoking and vaping on all company premises is prohibited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.