CITY OF SAN ANTONIO
An Equal Opportunity Employer

111 Plaza De Armas, San Antonio, Texas 78205
(210) 207-8108 Job Line (210) 207-7280
www.sanantonio.gov

Temporary Senior Recreation Specialist
Parks & Recreation Department

The City of San Antonio is recruiting for a Senior Recreation Specialist (temporary). Under general direction is responsible for recreational work involving the creation and implementation of one or more recreational activity programs such as organized sports, music, nature, camping, drams, dance or arts and crafts, on a City-wide basis. Collects and analyzes data regarding the recreational needs of the various cultural and economic groups in the metropolitan area to develop and implement a specialized recreation program to fit these needs. Exercises functional supervision over Recreation Assistants or Specialist.

Essential job functions include, but are not limited to the following: Develops, supervises, and conducts square, folk, ballroom, and other types of dancing for all age groups and serves as a dancing consultant to Recreation Leaders. Plans and conducts a phase of a City-wide aquatic program. Plans and conducts City-wide sports programs which lend themselves to league activities such as softball, basketball, volleyball, and football for participants of all ages. Plans and conducts City-wide programs for adult and senior citizens. Acts as a resource person in the given specialty to other Recreation Specialists or Leaders and to community civic groups. Acts as representative of the Parks and Recreation Department at meetings or conferences involving the supervised specialty. Plans, supervises, and conducts an arts and crafts program for all age levels. Performs purchasing and procurement duties for all instruments, tools, or materials necessary for the conduct of a given specialty program. Keeps financial and activity records and submits periodic and special reports. Performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with preferable coursework in a recreational field. Two years of experience in community center or related activities; a valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification. Prefer a least two years of experience in teaching adults and children, ability to teach percussion and guitar. Good written and verbal communication skills, two years computer experience in Microsoft and Access programs and cash handling experience.

Salary ranges from $11.47 to $17.20/hourly, depending on experience and qualifications.

ONLY PAPER APPLICATIONS ACCEPTED. Apply in person at any of the Community Link Centers, **OR** at the Catholic Life Insurance Building located at 1635 NE Loop 410, 8th Floor; Monday through Friday (excluding holidays), from 7:45 AM to 4:30 PM, **OR** at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio from 7:30 AM to 5:15 PM. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754.