



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

RECREATION WORKERS

| <u>Class Title</u> | <u>Class Code</u> | <u>Pay Band</u> | <u>Alt Pay Band*</u> |
|----------------------|-------------------|-----------------|----------------------|
| Recreation Workers-B | P9032B | 35 | |
| Recreation Workers-O | P9032O | 40 | |
| Recreation Workers-A | P9032A | 45 | |

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies, taking into account the needs and interests of individual members.

Nature of Work

Recreation workers plan, organize, and direct activities in local playgrounds and recreation areas, parks, community and senior centers, nursing homes and other senior housing, camps, and tourist attractions. These workers lead groups in activities such as arts and crafts, sports, performing arts, camping, and other special interests. They make sure that participants abide by the rules of the camps and recreational facilities and that safety practices are adhered to so that no one gets injured. Recreation workers also are found in some businesses or business groups, where they direct leisure activities for employees, such as softball or bowling, and organize sports leagues. They are responsible for a recreation program's daily operation. They primarily organize and direct participants, schedule the use of facilities, keep records of equipment use, and ensure that recreation facilities and equipment are used properly. In addition, they may lead classes and provide instruction in a recreational activity.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role assist in organizing and implementing a therapeutic program of recreation and activities, which provides for a release of tension, prevents illness, and promotes physical fitness.

Recommended Education and Experience for Full Performance

High school diploma or GED and one (1) year of experience in conducting, planning, organizing and directing recreational activities.

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Minimum Qualifications

High School diploma or GED.

Operational

- Employees in this Role are responsible for a recreation program's daily operation.
- Employees primarily organize and direct participants in activities.
- Employees provide instruction in specialties such as art, music, drama, and sports.

Recommended Education and Experience for Full Performance

High school diploma or GED and one and half (1.5) years of experience in conducting, planning, organizing and directing recreational activities.

Minimum Qualifications

High School diploma or GED and three (3) months of experience in conducting, planning, organizing and directing recreational activities.

Advanced

- Employees in this Role develop and manage comprehensive recreation programs.
- Employees may serve as technical advisors to state recreation and park commissions or state institutions and are responsible for recreation and park budgets and record keeping.
- Employees may also provide advanced instruction or coaching and/or oversee a major activity such as aquatics, gymnastics, or performing arts.

Recommended Education and Experience for Full Performance

High school diploma or GED and two (2) years of experience in conducting, planning, organizing and directing recreational activities.

Minimum Qualifications

High School diploma or GED and six (6) months of experience in conducting, planning, organizing and directing recreational activities.

Knowledge and Skills

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Knowledge

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Coordination — Adjusting actions in relation to others' actions.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Instructing — Teaching others how to do something.

Time Management — Managing one's own time and the time of others.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 09/20/2011

Note: Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.