



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

**POSITION TITLE: Recreation Specialist**  
**DEPARTMENT: Parks and Recreation**  
**DIVISION: Recreation**  
**SUPERVISED BY: Recreation and Comm. Programs Manager**

**JOB SUMMARY/OVERVIEW OF THE POSITION:** The Recreation Specialist supports the daily coordination, scheduling, and supervision of recreational facilities and programs. This position plays a vital role in ensuring smooth operations during peak usage hours and supports community engagement through effective program delivery, customer service, and facility management. Primarily 5 days a week with hours of 1:00 p.m. to 10:00 p.m. Schedule may vary based on department needs, special events, or seasonal programming. Flexibility is required. May be scheduled nights, weekends and Holidays, and subject to call out. Work is reviewed through personal inspection and observation of compliance with established work guidelines and schedules by the Supervisor. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

### ESSENTIAL JOB FUNCTIONS:

- Conduct park patrols and general inspections to ensure the public's safety.
- Serve as the main lead for scheduling and coordinating all recreation programs and facility usage, including but not limited to pavilion rentals, park and field reservations, and general facility bookings.
- Oversee and monitor facility and field rentals, ensuring proper usage and customer compliance with policies.
- Provide exceptional customer service to the public; respond to inquiries, issues, and complaints with professionalism and sound conflict resolution.
- Assist in developing, implementing, and supervising afternoon and evening recreation programs and activities.
- Monitor splash pad operations, ensuring safety and compliance.
- Secure and lock facilities at the end of day; perform facility inspections to ensure safety, cleanliness, and proper maintenance.
- Support community events with setup, staffing, and cleanup as needed.
- Maintain accurate records for program participation, facility rentals, incidents, and schedules.
- Enforce facility rules and regulations, and report maintenance issues or violations.
- Collaborate with the Recreation Manager to enhance programming and community engagement.
- Perform related duties as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Proficient in conflict resolution and customer service practices.
- Familiarity with scheduling software or the ability to quickly learn new systems.
- Basic knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Ability to work independently, multitask, and adapt to changing priorities.
- Ability to lift, move, and set up recreational equipment; work outdoors in varied weather.

**MINIMUM REQUIREMENTS LISTED AS FOLLOWS:**

**PHYSICAL SKILLS:** Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 45lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

**EDUCATION, TRAINING AND EXPERIENCE:** High School Diploma or Equivalent. Two (2) years of experience working in Parks or Recreation or like position. Licensed Certification or Registration: Valid Florida Driver’s License and be insurable by the City’s current insurance carrier.

***ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

***DRUG-FREE WORKPLACE:** City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

***VETERANS' PREFERENCE:** Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

**HR INFORMATION**

**REVISION DATE: 08/2025**

**FLSA STATUS: Non-Exempt**

**PAY GRADE: Please see current pay grade scale**