



## **Recreation Specialist II #02270**

### **City of Virginia Beach – Job Description**

Date of Last Revision: December 3, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** A8

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Plan, coordinate, implement and evaluate a major recreation program on a Citywide, park or facility basis; and provide direct supervision of full-time and part-time staff, volunteers and contractors. Varied hours, nights, weekends and holidays required.

### **Representative Work Functions and Responsibilities**

- Plan, coordinate, implement, produce, and evaluate Citywide or park programs and/or program units to provide citizens with recreational activities.
- Supervise full-time and part-time staff, volunteers and contractors inclusive of the areas of orientation, scheduling, discipline, training and evaluation in order to provide quality programs, and conduct staff meetings.

- Collect, report, and document specified program revenue to provide accurate accountability.
- Assist in budgetary preparation to assure proper funding of programs, events and staff.
- Oversee investigation of accidents and incidents. Negotiate user agreements for facility usage.
- Coordinate facility maintenance and service agreements to ensure maintenance, minor construction, equipment replacements and contractual services are included.
- Research, compile and submit bid information regarding equipment/amenity replacement/repair and contractual services. Investigate, collect, compute, and compile reports and other data for unit/departmental/City statistical reference and documentation purposes.
- Coordinate and design promotional material to inform the public of activities.
- Assist in execution of sponsorships.
- Provide in-house, inter-agency and outside groups with expertise training, programming, and equipment and supplies as requested while coordinating efforts to promote programs and improve service delivery.
- Develop and submit new program ideas of modification recommendations, program resources, goals and objectives to immediate supervisor and/or unit head to ensure program quality and development.
- Order equipment/supplies and supervise the inventory process to ensure that programs have appropriate and adequate equipment and supplies.
- Monitor unit programs and facilities to ensure health and safety standards; and establish and/or implement emergency action plans for the safety of the patrons which is determined by the facility design and type of emergency.
- Establish operational manuals to provide written guidelines of rules, regulations, policies and procedures; implement and enforce rules, regulations, policies and procedures related to program unit and facility operations manual; and adhere to City, departmental and divisional policies and procedures to maintain consistent quality.
- Assist staff with program and participant problem solving techniques to facilitate program operation.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less.
- Individual assignments will be determined by the supervisor based on then current workloads and department needs.

## **Performance Standards**

- Competently plan, coordinate, implement and evaluate Citywide or park programs and/or units; collect, report and document program revenue accurately.
- Follow established procedures when supervising, hiring, disciplining, scheduling, evaluating and training of staff and volunteers.
- Adequately ensure safety standards for programs and participants; thorough review and oversight of accidents and incidents and provide accurate and timely reports to supervisor.
- Competently assist in budgetary preparation; accurately investigate, collect, compute and compile reports, forms, contracts and other data.
- Skillfully coordinate and design promotional material including all necessary information for meeting deadlines; adequately respond to in-house, interagency and outside group requests.
- Appropriately develop and submit program ideas, goals and objectives to proper personnel.
- Efficiently establish and implement emergency action plans/operational manual for staff and patrons.
- Ensure equipment, inventory, and maintenance is accomplished in a timely, accurate and efficient manner.
- Efficiently perform equipment and facility maintenance; routinely monitor and supervise programs and facilities.
- Skillfully interpret and enforce City and departmental policies and procedures.

## **Minimum Qualifications**

- Requires a Bachelor's degree in recreation management, therapeutic recreation, exercise science, or a related field and two (2) years of experience as a recreation supervisor; OR any combination of education (above the high school level) and/or experience equivalent to six (6) years in fields utilizing the required knowledge, skills, and abilities, and associated with such positions as recreation supervisor.
- May be required to have a current and valid driver's license.
- May require a Commercial driver's license.

## **Special Requirements**

- Must be available to work varied hours, evenings, nights, weekends, holidays and overtime when required to meet operational needs.

- This position may require incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, steel-toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk.
- Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- Alpha I Status: Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

### **Special Requirements for Aquatics Only:**

- Must possess valid certifications in American Red Cross Lifeguarding/First Aid/CPR/AED (Automated External Defibrillator) and American Red Cross Water Safety Instructor.
- Occasionally to frequently required to lifeguard during times of staff shortage.
- Lifeguarding duties include: providing a safe swimming environment, enforcing rules, rescuing anyone in danger of drowning, administering first aid, cardiopulmonary resuscitation, oxygen and use of AED.

### **Preferred Qualifications for Aquatics Only:**

- Valid Pool Operator, American Red Cross Lifeguard Training Instructor and American Red Cross Administering Emergency Oxygen. If not certified in preference certifications, must obtain during employment.

### **Special Requirements for Early Childhood Programs Only:**

- Must be at least 21 years of age and meet the current minimum program director staff qualifications as listed in the Standards for Licensed Child Day Centers document published by the Department of Social Services, Commonwealth of Virginia.

### **Special Requirements for School-Based Programs Only:**

- State requirements for positions in the school-based programs mandate that these six (6) years include a teaching certificate, bachelor's degree or associate's degree in a child-related field from an accredited college or university and one (1) year of programmatic experience in the group care of children.

### **Special Requirements for Therapeutic Recreation Only:**

- Must possess a national certification as a Therapeutic Recreation Specialist - Professional level.

## **Special Requirements for Fitness/Wellness Only:**

- Must possess a nationally accredited certification in Personal Training and/or Group Fitness Instruction and/or Wellness/Nutritional Coaching from ACSM, ACE, NASM, or comparable. Certification must be recognized by the National Commission for Certifying Agencies (NCCA).

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

**DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*