



To discuss how best to utilize this tool, please contact:

MARK HONBERGER, Director, Remarkable Recreation Solutions

marknrec@gmail.com (928) 278-8035

Skills Analysis for Recreation Positions

Assessed Skills	Director			Superintend.			Manager			Supervisor II			Supervisor I			Coordinator			Specialist			Rec Leader			Skill Acquisition				
	Skill to Develop	Desirable	Mandatory	Skill to Develop	Desirable	Mandatory	Skill to Develop	Desirable	Mandatory	Skill to Develop	Desirable	Mandatory	Skill to Develop	Desirable	Mandatory	Skill to Develop	Desirable	Mandatory	Skill to Develop	Desirable	Mandatory	Skill to Develop	Desirable	Mandatory	In-House Training	Professional Assoc.	Private Seminar	Directors' Workshop	College Courses
1 Hands-On Program Tasks														X									X	2	2	1		1	
2 Communication Skills			X		X			X		X				X			X			X			X	1	2	2		1	
3 Ethical Behavior			X		X			X		X				X			X			X			X	2	1	1	2	2	
4 Problem Solving			X		X			X		X				X			X			X			X	1	1	2			
5 Computer Skills			X		X			X		X				X			X			X			X			2		2	
6 Enthusiasm			X		X			X		X				X			X			X			X	1	2				
7 Role Modeling			X		X			X		X				X			X			X			X	2	2				
8 Leadership			X		X			X		X				X			X			X			X	2	1	2	2	2	
9 Conflict Resolution			X		X			X		X				X		X			X				X		2	1			
10 Attend Professional Trainings			X		X			X		X				X			X			X			X	2			2	2	
11 Risk Management			X		X			X		X			X		X		X			X			X	2	2				
12 Writing Skills			X		X			X		X				X			X			X						2		1	
13 Technology	X				X			X		X				X			X			X						1		2	
14 Professional Committees	X				X			X		X				X			X			X				2			2		
15 Prioritizing Job Assignments			X		X			X		X		X		X		X			X					2					
16 Goal Setting			X		X			X		X				X			X			X				2	2	2	2	2	
17 Partnership Building			X		X			X		X				X			X			X				2	2		2		
18 Marketing Promotion	X				X			X		X				X			X			X				2	2	2	2	2	
19 Professional Association			X		X			X		X				X			X			X				2	2		2	2	
20 Scheduling Staff	X			X			X			X				X			X							1					
21 Facility Management			X		X			X		X				X			X			X				2	2				
22 Personnel Evaluations			X		X			X		X				X			X			X				1	2	2			
23 Personnel Discipline			X		X			X		X				X			X			X				1	2	2			
24 Meeting Facilitation			X		X			X		X				X			X			X					2	1			
25 Budgeting - Program budgets	X				X			X		X				X			X			X				1	2			2	
26 Seeking Donations			X		X			X		X				X			X			X					1	2			
27 Personnel Hiring			X		X			X		X				X			X			X				1	2	2	2		
28 Staff Develop/Support			X		X			X	X					X			X			X				2	2				
29 Encourage Constant Improvement			X		X			X		X				X			X			X				1	2				
30 Delegation of Work			X		X			X		X				X			X			X				2	2		2	2	
31 Analyzing Industry Trends			X		X			X		X				X			X			X					1			2	
32 Presentation			X		X			X		X				X			X			X				2	1	2	2	2	
33 Fundraising			X		X			X	X					X			X			X					1	2			
34 Analyzing Cost Recovery			X		X			X		X				X			X			X				2	2			2	
35 Working with Colleges			X		X			X		X				X			X			X					2				
36 Working with Service Clubs			X		X			X		X				X			X			X				1	2				
37 Working with Non-Profits			X		X			X		X				X			X			X				2	2				
38 Contract Administration			X		X			X		X				X			X			X				1	2				
39 Bid Process			X		X			X		X				X			X			X				1					
40 Grants - Intro	X				X			X		X				X			X			X					1	2			
41 Managing Parks Facilities	X			X				X		X				X			X			X				2	2			2	
42 Strategic Thinking			X		X			X		X				X			X			X					2		2	2	
43 Working with Commissions			X		X			X		X				X			X			X				1			1		
44 CIP Management			X		X			X		X				X			X			X				1	1		2		
45 Parks Operations			X		X			X		X				X			X			X				2	2			2	
46 Budgeting - Division			X		X			X		X				X			X			X				1			2		
47 Business Efficiencies			X		X			X		X				X			X			X					1	2			
48 Grants - Competitive			X		X			X		X				X			X			X					1	2			
49 Parks Design			X		X			X		X				X			X			X					1	2			
50 Working with Council			X		X	X		X		X				X			X			X				1	2		1		
51 Make/Enforce Policies/Proced			X		X			X		X				X			X			X				1	2		2		
52 Political			X		X	X		X		X				X			X			X				2			2	2	
53 Negotiations			X		X	X		X		X				X			X			X				2	2	2			
54 Reading Blue Prints	X				X			X		X				X			X			X				2					
55 Working w/ Bargaining Groups			X		X			X		X				X			X			X				2	1				