

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Recreation Program Specialist

REPORTS TO: Recreation Program Coordinator/Recreation Director

SUPERVISES: -----

PURPOSE OF POSITION: Responsible for planning, developing, and teaching recreation programs for youth and adult populations. Also responsible for assisting in the facilitation of a wide variety of special events and activities. An incumbent will be required to work varied hours during the week including evenings and weekends.

ESSENTIAL FUNCTIONS:

Responsible for planning, developing, coordinating, and teaching recreation programs for youth and adults through various activities including but not limited to gathering and preparing all materials needed for activities and organizing activities such as art and crafts, games, sport activities, and other special events.

Maintains a daily attendance record of participants.

Supervises patrons during planned activities, as needed.

Responsible for the preparation of a daily calendar of events for all programs including, but not limited to, the Butterflies, Playgrounders, Little Kickers and Rookie Camp.

Represents the city's Recreation Department in a positive manner; responsible for adhering to and enforcing rules and regulations to ensure a safe and enjoyable environment; refers individuals who fail to comply with regulations to the supervisor.

Responsible for ensuring the compliance of departmental policies regarding hygiene, health, safety and sanitation procedures.

Assists with pool evacuation due to medical and pool emergencies (as needed).

Reports complaints, problems, and needs concerning patrons and program participants to the supervisor.

Prepares accident and incident reports and communicates all incidents promptly to their immediate supervisor.

Refers citizen complaints to the supervisor for resolution.

Establishes and maintains positive public relations with community groups, the general public, and other employees.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Ability to learn and to apply skills and techniques utilized in the planning, development, coordination, and teaching of various recreation programs and activities.

Ability to learn about and detect health and safety hazards and to apply necessary precautions as related to duties performed.

Ability to learn and apply city policies dealing with emergency situations and/or general inquiries from the public and/or co-workers.

Ability to learn the facility's rules and regulations pertaining to duties performed.

Ability to learn and apply city policies regarding cleaning and sanitation procedures.

Ability to adapt instructional/teaching approach to the experience and ability of the participants.

Ability to supervise participants of various ages.

Ability to communicate and deal with the general public in a courteous and tactful manner.

Ability to accurately prepare various records and reports in accordance with established procedures.

Ability to perform job duties efficiently while managing frequent interruptions and/or dealing with stressful or potentially hazardous situations.

Ability to understand and follow both oral and written instructions.

Ability to effectively communicate verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license at the time of hire.
2. Must be at least eighteen (18) years of age at the time of hire.
3. Graduation from high school or GED equivalent.
4. Experience working with children or other recreation programs preferred.
5. Continuing education in recreation, physical education, or related field preferred.
6. Must have CPR and Standard First Aid Certification at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed in an outdoor environment. Work requires a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching, stooping, lifting and carrying supplies and equipment. The incumbent is required to frequently talk, listen, sit or stand for extended periods of time, and must have the ability to work outdoors for extended periods of time in extremely sunny, hot and humid conditions and other fluctuations in the weather.

While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects or controls. Hand-eye coordination is necessary to operate pieces of equipment. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually loud.

Work requires extensive interaction with the general public from a variety of age groups and may be stressful when dealing with irate citizens.

Employee Name (please print)

Employee Signature

Date

Supervisor Signature

Date