

# RECREATION PROGRAMMER

FLSA STATUS - Exempt

## DESCRIPTION OF WORK

Under direction of the Director of Parks, Recreation and Golf, plans, organizes, schedules and supervises a wide variety of recreational programs as assigned; performs a variety of technical tasks relative to the administration of recreation programs and activities.

## DUTIES-EXAMPLES OF WORK

### ESSENTIAL DUTIES:

Supervises, promotes, implements and evaluates recreation and leisure programs and services for youth, adults and elderly as assigned; coordinates programs classes and special events; participates in developing and assists in the implementation of goals and objectives; establishes priorities, schedules and methods for recreation activities; implements policies and procedures; evaluates recreation programs to determine suitability and acceptance; identifies community recreational needs; organizes and schedules recreation activities such as special events, athletics on a City-wide basis, educational and recreational classes; recruits and trains staff; evaluates performance of staff; monitors work time records; plans, prioritizes, assigns, supervises and reviews the work of staff involved in recreation activities; works with employees to correct deficiencies; implements discipline procedures; schedules and supervises operation of recreation facilities as assigned; requisitions and maintains program equipment; monitors program compliance with the laws, rules and regulations related to provision of recreational activities and services; evaluates operations and activities of assigned programs; recommends improvements and modifications; participates in budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures; maintains awareness of new developments in recreation; develops new services and programs and modifies and incorporates improvements in existing ones; performs a variety of duties related to public relations and the publicizing of recreational programs and activities; prepares or coordinates the development of programs and events publicity, including news releases, newsletters, flyers, pamphlets and brochures; conducts staff meetings; organizes and conducts workshops and training for regular and part-time staff; maintains close contact with school officials and community groups regarding program offerings, coordination of services and use of facilities; prepares and maintains a variety of records and develops reports concerning new or ongoing programs and program effectiveness; maintains records for registrations and fees collected; answers questions and provides information to the public; investigates complaints and recommends corrective action as necessary to resolve complaints.

OTHER DUTIES: Performs various activities at some community functions; sponsors some tours; assists other sections; performs related duties.

## QUALIFICATIONS

- Knowledge of techniques and practices required to develop and implement a variety of programs and activities.
- Knowledge of hazards inherent in some recreation programs and appropriate safety practices.
- Knowledge of principles of supervision, training and program evaluation.
- Knowledge of a variety of programs and those appropriate for youth, adults and seniors.
- Ability to maintain a positive attitude in carrying out programs.
- Ability to coordinate and implement a variety of programs and special events.
- Ability to have concern for youth, adults and elderly.
- Ability to lead others and to teach a variety of activities.
- Ability to create and implement programs that are positively received.
- Ability to prepare and present accurate reports orally and in writing.

Ability to establish and maintain effective working relationships with superiors, employees, youth, adults and elderly.

### **PHYSICAL AND SENSORY REQUIREMENTS**

Ability to perform moderate physical work, to lift and carry up to 50 pounds and occasionally more;  
Ability to stand, walk, sit, ride, climb, bend, kneel, crawl, twist and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office equipment including a computer keyboard and a vehicle; possesses agility to perform various recreational activities;

Ability to talk and hear in person and by telephone;

Ability to see and read instructions, manuals, recreation and athletic programs in progress, and characters on a computer screen.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training equivalent to a bachelor degree in recreation or a related field; some experience is desirable.

**SPECIAL REQUIREMENTS:** Possession of a valid driver's license.

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