



Recreation Programmer

Job Description

Department: Parks and Recreation

Reports To: Program Director

FLSA status: Hourly (Full Time)

Salary: \$21,840 - \$34,320 D.O.E.

Deadline: Open until filled

Summary

The Recreation Programmer is under the direct supervision of the Program Director. The Recreation Programmer is responsible for delivery of all recreation, leisure and sport programs and activities in order to provide opportunities and encourage and promote a healthy lifestyle for all community residents.

Duties and Responsibilities include the following:

- Must be able to work variable shifts, evenings & weekends.
- Knowledge and working familiarity with computer programs, scheduling software, social media and office equipment.
- Researches, develops and implements parks, recreation, and leisure events and activities for all ages.
- Ability to supervise children, youth, and adults.
- Ability to understand, follow, and carry out oral and written instructions.
- Ability to work unsupervised.
- Ability to maintain strict confidentiality.
- Evaluate the effectiveness of programs and identify areas where new programs are needed
- Prepare financial/budget reports for programs
- Assists in planning and coordinating citywide parks and recreational special events
- Must be detail oriented, have a high energy level, and excellent organizational and record keeping skills.
- Must have knowledge in youth and adult sports leagues and tournament scheduling.
- Must understand and enforce rules of play for youth and adult sports.
- Must be able to perform skilled landscaping and park maintenance specific to ball fields only if necessary.
- Must have great customer services skills in dealing with coaches, parents, players, and the general public on a daily basis.
- Assist Staff with events and other duties as assigned.
- Maintains records of receipts and disbursements of payments for contractual employees; performs necessary bookkeeping.
- Researches new programs to generate revenue for the department.
- Perform any other related duties as required or assigned.

Additional Duties and Responsibilities

Reporting relationships, works assignments, and work schedules may be subject to change in order to meet Department needs or operational requirements. Attendance at work and the ability to get along with public, commission, supervisors, and co-workers are essential elements of this position.

Supervisory Responsibilities

Supervises a small number of part-time and seasonal employees according to the program

Education and/or Experience

Minimum of five years' experience in recreation; or equivalent combination of education and experience.

Preferred Qualifications

Degree in Recreation Administration/Management or Leisure Services. Certified Parks and Recreation Professional.

Language Skills

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization. Ability to effectively present information to management and/or commission members.

Writing Skills

Ability to effectively communicate in writing using letters, memos, press releases, and reports.

PLANNING

When given assignments, the employee is responsible for the method, manner, and sequence when planning own work schedule/ operations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands

While performing the functions of this job, the employee is frequently required to stand, walk, sit, use hands to handle, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds. Specific vision; depth perception; and ability to adjust focus.

Environmental Conditions

While performing the functions of the job, the employee is frequently exposed to outdoor weather conditions, wet or humid conditions, extreme heat; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, extreme cold, risk of electrical shock.

Applying

Those who are interested please submit a resume to Lorenzo Mendoza at lmendoza@cabotparks.com. There will be no resumes taken after 12pm on Monday, 3/25/19.