RECREATION PROGRAMS SPECIALIST
Salary Range: $28,802 - $44,643

General Statement of Duties

Performs human support work planning, coordinating and supervising recreational activities and programs for all age groups, collecting registration fees, maintaining facilities, preparing and maintaining records and files, and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class is responsible for planning, developing, promoting and supervising recreational programs for youth, adults and seniors. Work generally requires the employee to supervise part-time and/or temporary employees and volunteers to work with various programs. Work requires working in environmental conditions that require both inside and outside work, exposure to noise, working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment. Work is performed under the regular supervision of the Parks and Recreation Director, and is reviewed through periodic conferences, reports, and program results.

Duties and Responsibilities

Essential Duties and Tasks

- Plans and manages the recreation programs; oversees local program structure and activities; plans for future growth and services
- Plans various types of recreational activities and programs for all groups of citizens.
- Supervises and prepares work schedule for part-time staff.
- Attends annual leadership conference; reviews and evaluates local programs.
- Provides administrative support to the department with task such as greeting customers, answering the phone, taking messages, answering public inquiries, preparing correspondences, ordering supplies, maintaining inventory, preparing requisitions and processing payments.
- Maintains proper data entry and record management.
- Coordinates summer programs and camps.
- Plans and implements afterschool programs for children such as arts and crafts programs.
- Prepares and distributes newsletter articles, brochures, and flyers on upcoming recreational programs and activities.
- Maintain cleanliness and consistent upkeep of the office and recreation facilities.

Additional Job Duties

- Operates a passenger van to drive participants on field trips.
- Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Thorough knowledge of County and department policies and procedures.
- Thorough knowledge of the principles, rules, materials and equipment required for a variety of recreational activities.
- Thorough knowledge of the behavior characteristics of the participants served.
- Thorough knowledge of first aid methods and safety precautions used in recreational work.
- General knowledge in the use of standard office equipment and associated software (e.g. Microsoft Publisher).
- General knowledge in preparing reports and other types of correspondence.
- Ability to initiate program research and development and to efficiently schedule and coordinate programs and events.
- Ability to supervise and direct the work of employees.
- Ability to establish and maintain effective working relationships with community officials, agency representatives, parents, playground supervisors, volunteer coaches, other employees and the general public.
- Ability to communicate effectively in oral and written form.
- Ability to use sound judgment and enforce rules and regulations with tact and firmness.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Must be able to perform light work exerting up to 25 pounds of force occasionally and up to 10 pounds of force frequently to move objects.

Must possess visual acuity necessary to prepare and analyze data and figures, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Desirable Education and Experience

Graduation from a college or university with a Bachelor’s degree in recreation, physical education, or related field and moderate experience in physical education, or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.