

TOWN OF GRANBY

PART-TIME RECREATION PROGRAM SPECIALIST

POSITION DESCRIPTION

Under the supervision by the Director of Recreation & Leisure Services and Recreation Program Supervisor, the Recreation Program Specialist plans, initiates, administers, evaluates and coordinates comprehensive community recreation programs for all age groups to meet community needs and interests.

SUPERVISION RECEIVED

This position works under the general direction of the Director of Park and Recreation as well as the Recreation Program Supervisor. This position works independently and establishes priorities of tasks within the general work assignment.

EXAMPLES OF ESSENTIAL JOB DUTIES

The following statements describe the principle functions of this job and its scope or responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas of the Recreation Department or Park and Recreation facilities.

- Coordinates after school recreation programs. Including but not limited to meeting with potential instructors, reserving facilities, and marketing the programs
- Organizes and schedules leagues and special events.
- Maintains records and prepares reports on recreation programs.
- Orders program supplies and equipment as needed.
- Handles public relations including digital marketing, program brochures, fliers, press releases, posters, and speeches. Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation.
- Prepares statistical and narrative reports to the Director.
- Coordinates activities with public and private organizations.
- Develops public interest in recreational programs.
- Maintains an inventory of program equipment and supplies.
- Assists with developing and implementing short and long-term goals and objectives for program areas.
- Monitors and evaluates recreational programming and work-related conditions to determine compliance with prescribed operating, safety regulations and Department guidelines.
- Resolves procedural, operational and other work related problems by communicating with and responding appropriately to a demanding and diverse public in answering questions, explaining Department policies and handling complaints.
- Conducts research and analyzes information and data to evaluate programs and provide recommendations to Director.
- Attends events and programs as needed to enforce Department rules and policies.
- Performs related work as required or requested by the Town Manager and/or his/her designee.
- May perform additional job functions, tasks and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

- Commitment to excellence in customer service.
- Knowledge of philosophy and objectives of municipal recreation administration.
- Knowledge of methods and techniques involved in researching, planning, organizing, implementing, programming, supervision and evaluating a variety of recreation programs and activities.
- Knowledge of policies and procedures relating to budgeting, staffing and directing recreational activities.
- Knowledge of procedures, methods and techniques used to determine and evaluate the recreation needs and interests of the community and of community recreation programs and organizations.
- Knowledge of facility and program development, and safety practices relating to recreation programs and activities.
- Ability to develop and implement innovative and interesting recreation activities and programs.
- Ability to listen well, communicate effectively and establish effective working relationships with civic groups, employees and officials, program participants and the general public having a variety of educational backgrounds and values.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to communicate effectively, both orally and in writing.
- Ability to act calmly and effectively in emergency situations.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to collaborate with other public agencies on programs at a local, regional, state and national level.
- Ability to interpret and apply regulations, policies and procedures.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Knowledge and ability to analyze problems and develop and implement programs and activities to address these problems.
- Knowledge of recruitment, selection, training and supervision of personnel and contractual services.
- Ability to perform basic mathematical computations.
- Knowledge of Federal, State and local laws, ordinances and policies relating to various municipal government programs and operations.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those that employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will be required to use his/her own transportation.

- Regularly required to communicate effectively.
- Frequently required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms.
- Occasionally required to stand; climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Required to visit off-site locations on a regular basis.
- May require additional hours beyond regularly scheduled work day (evenings and weekends).
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard.
- Communicate effectively with individuals in person and over the telephone.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1 foot to 7 feet from the floor.
- Ability to move throughout the town, Town Hall and other town buildings and sites.
- Frequently exposed to outside weather conditions.

MINIMUM QUALIFICATIONS REQUIRED

The skills and knowledge required would generally be acquired with an Associate's Degree from an accredited institution in Recreation, Parks and Recreation Administration, or a closely related field and two (2) years related experience which includes some administrative responsibility or a high school diploma and four (4) years of increasingly responsible experience in recreational work or closely related field or a similar combination of education and experience.

LICENSE OR CERTIFICATE

Must possess a valid Motor Vehicle Operator's license and vehicle for performance of job functions.

Note: The above description is illustrative only. It is not meant to be all-inclusive.