

RECREATION SPECIALIST ATHLETICS & FITNESS PROGRAMS

REPORTS TO: Recreation Manager

SUPERVISES: Part Time Recreation staff, Seasonal Recreation staff, & Contracted Instructors

Position Summary: Work involves creating, planning, promoting, organizing, implementing and directing various recreation programs and special events for the City. Work includes the scheduling of activities and facilities and responsibility for hiring, training, supervising instructors, and other part time recreation staff. Supervision is exercised over part-time staff for recreation programs and special events. Work is performed under the general supervision of the Recreation Manager and work is reviewed through reports and observation of program results. Some specific examples of duties may include: sport activities, leagues, field rentals, fitness programs & classes, concession operations, special events, and special interest classes.

FUNCTIONS OF THE JOB

Essential Functions

1. Develops plans, implements, and schedules athletic programs, fitness programs & classes, concession operations, and field rentals; establishes and maintains budget and fee; supervises program registration; promotes program; and attends programs as necessary.
2. Promotes public relations; publicizes events and special activities; maintains contact with various community groups and organizations.
3. Responsible for the training and development of seasonal staff.
4. Assists with other City events as needed.
5. Provides support help such as performing payroll functions, attending departmental staff meetings, registering people for programs, answering questions, grant solicitation, scheduling of facilities and overseeing various special events and programs.
6. Attends continuing education workshops as needed.
7. Prepares reports and studies as needed.
8. Recommends and administers budget in assigned program areas; approves purchase orders.
9. Provides effective and efficient customer services and promotes and maintains responsive community relations.
10. Follows safe work practices.
11. Other Duties as assigned

Physical Demands:

1. Frequently required to walk, sit, and talk or hear.
2. Occasionally required to climb or balance: stoop, kneel or crouch.
3. May be exposed to varied weather conditions and temperature.
4. May be exposed to vibration, fumes, dust, pollen, mold, toxic chemicals, insects and other environmental factors.
5. Regularly lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds.

POSITION QUALIFICATION REQUIREMENTS

1. Preferred graduation from an accredited four-year college or university with major course work in recreation and parks administration or related field strongly desired; Certified Parks and Recreation Professional (CPRP) preferred; valid Missouri Driver License; considerable experience in organized recreation programs; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:
2. Considerable knowledge of the philosophy and objectives of organized recreation.
3. Considerable knowledge of the principles and practices of various recreation specialties.
4. Considerable knowledge of the principles and methods of recreation program planning, development, and scheduling.
5. Considerable knowledge of implementation, operation, and scheduling of various adult programs and programs for participants of all ages.
6. Knowledge of Recreation Software RecTrac, Civic Rec, Internet access, and various computer programs.
7. Ability to develop and execute a variety of leisure time programs to benefit the community.
8. Ability to supervise and evaluate the work of subordinate employees and volunteers.
9. Ability to establish and maintain effective working relationships with other staff members and patrons.
10. Ability to operate a computer and terminal keyboard.
11. Ability to communicate effectively, orally and in writing.
12. Ability to promote a project and write/produce corresponding press releases, brochures and fliers.
13. Ability to maintain professional certification through continuing education classes.
14. Subject to working a varied schedule including some evenings, weekends and holidays

Machines, Tools, Equipment and Work Aids

RECREATION SPECIALIST (Continued)

Personal computer, associated software, normal office equipment, photo ID equipment, and various security and mechanical systems.

License(s)/Certification(s) Required: None

Desired: C.P.R.P (certified parks and recreation professional), applicable state certification and license programs or ability to obtain, CPR, AED and First Aid certification

Salary: \$31,038 – \$43,619 starting salary is generally at the beginning of the range

To apply please visit:

<https://www.fergusoncity.com/Jobs.aspx?JobID=102&CommunityJobs=False&UniqueId=75>

The City of Ferguson is an equal opportunity employer and does not make hiring decisions based on age, race, gender, religion, disability or any other characteristic protected by applicable law.