

City of Oregon City

Position Description

Position: Recreation Programmer	AFSCME Union
Department/Site: Various Sites	FLSA: Non-Exempt
Evaluated by: Facility Supervisor	Salary Grade: 23

Summary

Under general supervision of positions in this class are responsible for the development and implementation of assigned recreation programs, class or activities. Positions in this class work independently under the direction of the facility supervisor. Key elements in this job class include, various administrative duties, oversight of designated administrative duties, planning, organizing, and coordinating recreational services, activities, sporting events, programs for a diverse community population that includes but is not limited to youth, handicapped, adult and senior adults.

Distinguishing Career Features

The Recreation Programmer is part of a career path for implementing specific recreational events, such as, but not limited to aquatics, camps, events for special populations, senior adults, special events, youth and teen programs, classes and sports. The Programmer will be qualified to implement a variety of programs but will usually concentrate on one or more closely related programs such as aquatics, youth, adult programs, special events or senior programs. Programmers will demonstrate the ability to implement programs according to exact schedules, and oversee and train seasonal staff and volunteers. Advancement to Senior Recreation Programmer requires the ability to design and implement a wider variety of programs that may be more unrelated to each other such as sport and educational activities. The Senior Recreation Programmer will also demonstrate the ability to conduct both interest and financial feasibility of programs of diverse subjects and demonstrate the capability to manage budgets, solicit sponsorships and work successfully under the departments cost recovery requirements.

Essential Duties and Responsibilities

- Performs customer service requirements including but not limited to: receive, greets and directs phone inquiries and visitors, processes patron registrations. Serves as a first point of contact for recreational and aquatic program customers. Takes, routes and delivers telephone messages, makes copies of correspondence, forms, and notices.
- Processes business transactions such as but not limited to, accounts payable/receivable, cash receipts and other accounting data and reports, processes financial reports.
- Enters data and maintain records which includes: payroll, payroll corrections, sets up and maintains files, social media, website, registration information, bulk mailings as well as prepares promotional materials for program; and submits to supervisor for review.
- Identifies and recommends where administrative efficiencies can be found and delegates as necessary to still accomplish and meet the needs of the administrative functions of the facility

- Oversees facility reservation processing, reservation data entry and assists with employee scheduling and data input. Schedules and otherwise arranges for the use of facilities for recreation programs or special events.
- Plans organizes, and supervises assigned programs, contracted instructor/classes and activities: monitors day to day operations to ensure smooth and efficient program delivery. Consults with department staff and others to determine program and community needs. Create contracts with final signature, management and approval by department head or direct manager.
- Participates in staff training and assists in preparation of staff training and in-services. Prepares program agendas and schedules and provides support to instructors and department employees.
- Recommends new recreation programs; and coordinates the implementation of approved programs.
- Meets with neighborhood groups, chamber of commerce and other various community partners to explain and promote recreation programs and special events, and identify potential needs. Develops and maintains courteous, professional and effective working relationship with employees, clients, vendors and/or any other representative of the community.
- Responsible for purchases and maintains program and an identified portion of facility supplies and equipment. This includes managing assigned program budgets without exceeding stipulation amounts set by supervisor. Authorizes purchases of \$1000 or less, and processes payments and purchase orders in a timely manner. Assists in the development of budget recommendations for assigned program area.
- On-site and off-site organization and implementation of recreational activities and promotional events. Ensures safety of participants. Presents recreation information and instruction. Contributes to overall recreational planning for the City through participation in staff meetings and committee involvement.
- Advises management on recruitment and development of part-time, volunteer and contract employees; recruits personnel under direction. Conducts interviews; trains, assigns and directs the work of part-time, volunteer and contract employees; oversees and provides performance feedback.
- May manage and secure recreational facilities where assigned.
- May perform some light maintenance duties as related to activity area including cleaning surfaces, picking up trash, storing supplies, removing recreation hazards.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires specialized knowledge of the principles, practices, techniques, and procedures governing recreation program selection, design, and delivery. Requires working knowledge of the procedures used in establishing optimal facility use schedules.

Requires working knowledge of human development concepts. Requires knowledge of safety requirements applicable to leading individuals in recreational activity. Requires knowledge of personal computers sufficient to access and use common office productivity software. Requires sufficient math skill to prepare cost summaries and statistics. Requires well-developed language skills to write course descriptions and promotional materials. Requires well-developed human relations skills to convey concepts and conduct training, and use courtesy when dealing with others.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the capacity to multi-task, prioritizing required administrative duties and program responsibilities. Requires the ability to conduct program needs assessment, to identify potential recreation programs. Requires the ability to schedule activities to optimize available time. Requires the ability to learn and apply the rules, regulations, policies and procedures used by the department in connection with recreational activity. Requires the ability to facilitate activities with small groups. Requires the ability to work cooperatively with all citizens. The position requires the ability to work with and deescalate situations with difficult patrons. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

- **Physical Abilities**

Incumbent must be able to function effectively indoors and outdoors in a classroom, sports court, park trail or similar environment engaged in work of primarily a moderately active nature. Requires sufficient ambulatory ability to stand, walk and demonstrate activities for extended periods of time, lift and move medium weight materials up to 50 pounds, and move to various work locations. Requires sufficient arm, hand, finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment. Requires normal hearing and speaking skills to communicate with staff and customers in one-on-one and small group settings. Requires visual acuity to read printed materials and labels and to observe students perform tests and assignments.

- **Education and Experience**

The position typically requires a Bachelor's degree in recreation, physical education or related field of study and prior experience leading recreation programs. Experience designing and implementing recreation and educational programs may substitute for some higher education.

- **Licenses and Certificates**

Requires a valid driver's license. Professional rescue CPR/AED and first aid Certification.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist by way of physical activity.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.