

City of Oregon City

Position Description

Position: Senior Recreation Programmer	AFSCME Union
Department/Site: Community Services Department	FLSA: Non-Exempt
Evaluated by: Assistant Parks/Recreation Director	Salary Grade: 27

Summary

Plans, organizes, and coordinates recreational services for a variety of activities, sporting events, and programs for a diverse community population that includes but is not limited to youth, handicapped, adult and senior adults.

Distinguishing Career Features

The Senior Recreation Programmer is the second level in a career path for implementing specific recreational events, such as, but not limited to aquatics, summer day camps, events for special populations, soccer, and court 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. 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 subject. Advancement to the third level, the Recreation Programs Coordinator, requires the additional responsibility of coordinating social, cultural, and fund-raising activities and leadership over other permanent recreational staff.

Essential Duties and Responsibilities

- Plans recreational programs and education activities. Accepts registration applications and fees. Prepares program agenda and schedules and provides support to instructors.
- Determines program need by conducting surveys, receiving customer and instructor requests, and by monitoring trends in registration.
- Recommends new recreation programs. Coordinates the implementation of approved programs. Evaluates registration and fees received for programs versus the cost of scheduling, announcing, and instructing the program.
- Oversees and coordinates recreational activities for open and walk-in participation.
- Monitors the work of permanent and seasonal recreation leaders, attendants, and volunteers involved in providing recreational programs.
- Provides information to customers, meeting with neighborhood groups to explain and promote recreation programs and special events, and identify potential needs.
- Schedules and otherwise arranges for the use of facilities for recreation programs or special events.

- Maintains records and prepares reports on program activities, invoices, attendance forms, work orders, and registration.
- Prepares promotional materials for program; and submits to supervisor for review.
- Initiates requests for purchases and maintains program supplies and equipment.
- Serves as a first point of contact for recreational program customers. Takes, routes and delivers telephone messages, makes copies of correspondence, forms, and notices.
- Coordinates on-site organization and implementation of recreational activities. Ensures safety of participants. Presents recreation information and instruction.
- Contributes to overall recreational planning for the City through participation in staff meetings.
- Manages and secures dedicated 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 knowledge of methods for identifying program demand and trends. Requires in-depth knowledge of the rules associated with team play in a variety of sports. 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 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 in a variety of programs. Requires the ability to coordinate and participate and partner with other community organizations to design and implement programs.

- **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 two years of experience leading recreation programs.

- **Licenses and Certificates**

Requires a valid driver's license.

- **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.