



# Pleasant Valley Recreation and Park District Job Description

<b>Job Title:</b>	Program Specialist	<b>Location:</b>	Based on Assignment
<b>Division:</b>	Recreation	<b>Prepared Date:</b>	April 2015
<b>Reports To:</b>	Recreation Supervisor/Coordinator	<b>Approved by:</b>	Board of Directors
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	July 1, 2015

**SUMMARY:** Under general supervision, assist with recreation programs and activities in order to provide opportunities and encourage and promote a healthy lifestyle for community residents. Plan, supervise and conduct a variety of recreational activities that include supervising recreation staff to provide a safe and positive environment for the public attending programs located within the District. May work with any aspect of recreation programs and/or work in any assigned division: Administration, Aquatics, Parks, Recreation, Senior Services and Youth and Adult Sports and special events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following, with a focus of Quality Customer Service being primary for all positions. Perform other duties as assigned.

- Assist recreation management staff with the development and promotion of recreation program, including sports, music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation and games.
- Supervise program specific employees, contract instructors, and program volunteers.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Adapt recreation programs to meet needs of the public.
- Schedule and arrange facility activities, maintain applicable records, prepare and submit program evaluations.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.
- Prepare for recreation management staff to review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.
- Promotes staff training and safety procedures.
- May require some Holiday, evening, and/or weekend work assignments.

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

- Some to thorough knowledge of: leadership techniques, methodology, recreation and sports activities; basic office skills including the ability to use standard to complex office machinery.
- Some to thorough knowledge of: principles of supervision, training and performance evaluation.
- Working to considerable ability to: use good oral and written communication skills; read, comprehend and interpret documents such as safety rules, maintenance instruction and procedure manuals.

**EDUCATION and/or EXPERIENCE:** Recommended Associates Degree in Recreation Management, Business, Communications, Public Administration, Sociology or a related field with minimum of two years of progressive experience, management responsibility, working with the public or equivalent combination of education and experience. A Bachelor's Degree is preferred. Previous experience working within the field of recreation of program development is desirable.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a



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representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.