

JOB DESCRIPTION

DATE PREPARED: March, 2016

JOB TITLE: Recreation Program Specialist - Athletics
DEPARTMENT: Department of Community Services and Recreation
REPORTS TO: Director of Community Services and Recreation
STATUS: F/T – Regular
SCHEDULE: 35 hrs/wk

1. **SUMMARY**

Under direction, is responsible for the organization and supervision of a variety of recreational athletic activities and youth day camp; schedules and coordinates use of fields and facilities; conducts planned activities with assigned groups, implements programs for all ages, and initiates projects and reports on their progress; does related work as required.

2. **SUPERVISORY RESPONSIBILITIES**

Supervises part-time seasonal employees including but not limited to sports officials, camp counselors, building monitors and other support staff.

3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**

☒ Office

- Frequently required to stand, walk, talk, hear, sit, and balance.
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
- Frequently must lift, move and carry up to 10 pounds and occasionally up to 25 pounds.

4. **ESSENTIAL FUNCTIONS**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Plans, develops, and implements a variety of recreational activities, and supervises the progress of each activity in or out of the facility.
- Organizes athletic events and supervises tournaments, exhibits, and special events.
- Oversees assigned functional areas of the facility such as gymnasium, auditorium, athletic field or game room.
- Prepares reports concerning progress of proposals for programming, special problems, recommended actions, and related job situations and opportunities.
- Oversees the use and maintenance of equipment and supplies.
- Keeps essential records and files.
- Opens and closes facilities.
- Checks facilities to be used, assuring they are in satisfactory condition.
- Monitors participants to ensure orderly conduct.
- Answers phones and provides the public with information relevant to the facility.
- Responds quickly and appropriately to potentially hazardous situations; reports all incidents and accidents according to established procedures.
- Will be required to learn and utilize various types of electronic and/or manual recording and information systems used by the Community Services and Recreation Department.

5. KNOWLEDGE, SKILLS AND ABILITIES

- Ability to establish and maintain effective working relationships with participants, associates and the public.
- Ability to utilize computers, relevant software, phones and other types of electronic or manual office equipment.
- Ability to read, write, understand and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

EDUCATION

Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation, Leisure Studies, Sports Management, or related field.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE

One (1) year of experience in planning, promoting, and developing a recreation program at a recreation or community center. Demonstrated experience in athletics a must.

NOTE: Graduation from an accredited college or university with specialization in recreation or completion of one (1) year of specialized graduate training in recreation may be substituted for the above experience.

LICENSE

Appointees may be required to possess a valid certificate as a Recreation Supervisor issued by the New Jersey Department of Community Affairs. The successful candidate must be able to obtain Recreation Supervisor Certificate within 18 months of date of hire.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

OTHER

The successful candidate must be able to pass a fingerprint background check.