

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: RECREATION PROGRAMMER (Job Code 734)

GENERAL STATEMENT OF JOB

Performs intermediate-level technical or specialized work in the Parks and Recreation department. Plans and implements activities, sports leagues, programs, and events. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Plans, organizes, and implements specialized recreation activities, including but not limited to, athletic leagues, tournaments, fitness programs, after school programs, dances, clinics, and summer day camps.

Interacts and communicates with a variety of groups and individuals including department and City staff, community groups, volunteers, senior citizens, and the general public, regarding recreation programs and activities.

Creates press releases, displays, posters, brochures, and flyers for programs and facilities.

Provides guidance on publicity, vendor and instructor requirements, registration procedures, and purchasing for programs, events, and activities.

Provides assistance in physically setting up equipment, rooms, etc. for recreation classes, leagues, and events.

Handles specific assignments/job tasks for each City-wide special event, providing services and working with the public.

Ensures the safety of all program, activity and event participants and providers by following City policies and procedures and monitoring participants' activities.

Monitors recreation facilities to ensure security, proper working order of equipment, cleanliness of area and other potential maintenance hazards.

Responds to telephone inquiries regarding department activities and events.

Receives, reviews, prepares and/or submits records and reports that are programmatic and administrative (for example: activity reports, program proposals and evaluations, registration forms, deposit logs, news releases).

Performs routine administrative support duties including composing correspondence, typing, copying and filing.

Maintains inventory of supplies and equipment; requisitions supply and equipment as necessary.

Greets visitors to the office and recreational facilities.

Performs related work as assigned and/or required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

Must possess an Associate's degree (or at least forty-five (45) credit hours) from an accredited college or university in Recreation/Physical Education or closely related field, supplemented by a minimum of one (1) year of experience in recreational programming; or a High School diploma supplemented by a minimum of three (3) years of experience in recreational programming. Certified Parks & Recreation Professional (CPRP) is preferred. Must possess and maintain a valid State of Florida driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, some lifting and carrying of objects of moderate to heavy weight (20-50 pounds). Tasks may involve some climbing, stooping, kneeling, crouching, or crawling, or may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

Language Ability: Requires the ability to read and write in standard English.

Intelligence: Requires the ability to apply common sense understanding to perform semi-repetitive tasks. Requires the ability to apply principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for record keeping.

Manual Dexterity: Requires the ability to lift heavy items. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both the giving and receiving of instructions.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of municipal recreation and park programming, activities, and special events.

Knowledgeable in marketing, advertising, and sales promotion principles.

Skilled in using the Microsoft Office Suite.

Ability to convey good customer service in all situations.

Ability to multitask while working with tight deadlines and shifting priorities.

Ability to organize work for timely completion, and work with minimal supervision.

Ability to successfully work with all age groups.

Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.

Ability to clearly communicate and understand information, both orally and in writing.

Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Ability to regularly attend work and arrive punctually for designated work schedule including evenings, weekends, and holidays.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

City of Margate, Florida • Recreation Programmer

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date