

CLASS TITLE: *Recreation Programmer*

CHARACTERISTICS OF THE CLASS: Performs duties as assigned by the Recreation Director. Duties are performed under the supervision of the Recreation Director.

ESSENTIAL FUNCTIONS:

- Assists Director with the supervision, management and programming of the Recreation department.
- Plans and/or assists with planning short and long-range programs, fundraisers, and special events for all ages.
- Assists with program registrations and phone coverage, as needed.
- Assists and contributes to marketing of programs and events for department through creation/distribution of flyers, brochures, digital sign files, website updates and social media.
- Requires flexibility of night and weekend hours based on the season.
- Assists with maintenance of Community Center and Community Parks as needed
- Acts for the Recreation Director in his or her absence.
- Participates in meetings with City boards as needed.
- Supervises programs or facilities such as camps and general programs.
- Chaperones and drives department run trips as needed.
- Ordering of department supplies for programs, events, and facility
- Additional administrative duties as assigned.
- Assists with the recruitment of volunteers and/or seasonal staff.
- Ability to learn and implement office procedures related to Department, City, State, and Federal policies, rules, procedures, codes, and ordinances.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES:

- Interest in implementing of a wide variety of recreational activities and recreational needs for a variety of people of all ages.
- Experience and functional knowledge of Word, Excel and the ability to learn moderately complex software programs, (knowledge of drawing programs such as Adobe Illustrator/Photoshop a plus).
- Ability to communicate effectively, both verbally and in writing, and to make effective public presentations.
- Ability to work with the general public in a respectful, tactful manner.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Periods of outside work, subject to all weather conditions and extremes.
- May spend periods in the office, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity. Work may involve sitting, stooping, walking and standing.
- May be required to lift objects such as files, supplies and equipment weighing up to 50 pounds
- May be required to push chair racks (weighing more than 50 pounds) and set up/clean up tables/chair, etc. for events.
- Periodic nights and weekends required, as needed.

TRAINING AND EXPERIENCE:

Prefer graduation from high school, or equivalency, supplemented by experience in department programming development, or any combination of education, training, and experience which provides the necessary knowledge, skills and abilities.

LEGAL REQUIREMENTS:

An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.