

CITY OF GLENDALE

TITLE:	Recreation Programmer	CLASS CODE	439
REPORTS TO:	Recreation Coordinator	GRADE:	19
DEPARTMENT:	Parks & Recreation	FLSA:	N

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY

Plans, organizes, conducts, and directs a variety of professional recreational activities at a recreation facility or park site.

ESSENTIAL FUNCTIONS

1. Plans, organizes, schedules, conducts, and directs recreation activities in a specialty program area such as sports, arts and crafts programs, senior citizen recreation programs, special events, therapeutic recreation programs, and performing arts.
2. Prepares and distributes flyers, posters, and other advertisement for area programs.
3. Performs on-site participant registration for recreational activities.
4. Trains and supervises work of temporary staff.
5. Leads and teaches a variety of on-site recreational activities.
6. Enforces and explains policies and procedures to park patrons in all areas of the park.
7. Participates in fund raising, volunteer recruitment, and community activities.
8. Maintains records and prepares reports, brochures, and informational materials relating to program assignment and financial and activity records.
9. Assures facilities and equipment are in good order and arranged to meet the requirements of scheduled users.
10. May monitor program budget.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The methods and techniques of program planning and objectives of public recreation
First aid methods and necessary safety precautions used in recreation work
The rules, regulations, and tournament bracketing governing various competitive athletic games such as softball, baseball, basketball, and table games
A variety of active and passive games and activities suitable for children, adolescents, adults, senior citizens, and/or special populations
The tools and techniques of teaching music, drama, crafts, sports, or other recreational/leisure time activities
Basic supervisory principles and practices
City policies and procedures, community demographics and recreational issues

Skill in:

Implementing and supervising recreational activity assignments, and stimulation of interest in recreational programs and activities
The use and care of parks and recreation equipment, materials, and facilities

Ability to:

Monitor the work of temporary staff
Operate a personal computer
Prepare reports and maintains records
Effectively communicate verbally and in writing
Establish and maintain effective working relationships with city staff and the public

WORKING CONDITIONS

Transports and sets up recreational equipment. Conducts various recreation programs and activities involving walking, running, bending, stooping, jumping, reaching, and hand or arm and eye movement.

MINIMUM QUALIFICATIONS

Associate degree in recreation, leisure services, or a related field.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license
Cardiopulmonary resuscitation certification and First Aid Course certification
May be required to work evenings, weekends, and holidays