



Job Title: **Programs Specialist**
Category: Full-time
Shift: Various hours and days including nights, weekends, holidays
FLSA Status: Non-Exempt
Pay Range: \$16.42 – \$19.32 Hourly

Created or Revised Date: 11/5/2021

SUMMARY:

Under general direction of the Programs Coordinator this position assists with the management of sports programs and recreational activities and is responsible for the direct supervision of staff, administrative work, manages sports program equipment, facilities operations, and maintenance of sports facilities. Program areas include, but are not limited to, sports programming, youth activities, summer camps, and sport camps.

ESSENTIAL FUNCTIONS OF THE JOB:

Management of Sports Programming, Recreational Activities, and Camp:

- Researches, plans, develops, promotes, implements, supervises and evaluates sports and youth programs that meet the needs and interest of the community.
- Works with the Programs Coordinator to analyze trends and evaluate changing community needs.
- Makes recommendations to improve operations and expand program participation.
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parents, volunteers, contractors, and community members.
- Assists with special projects and events on behalf of the District as needed and as assigned.
- Exhibits appropriate behaviors and handles complaints and disciplinary problems involving patrons and staff in a professional manner while adhering to District policies and procedures.
- Prepares program or season outlines, organizes related equipment, and works with multiple District departments.
- Provides excellent customer service, accepts and processes memberships and registrations for District programs and activities.
- Reviews, inspects, and reports routine maintenance issues for sport and recreation facilities.
- Inspects equipment for safety hazards and other potential problems.
- Acts as the Manager on Duty as needed.
- Reacts to emergency or non-emergency situations in a composed manner using sound judgement while following District policy.

Knowledge, Skills and Abilities:



- Knowledge of current principles, practices, trends and methods of sport and camp programming operations.
- Ability to exercise initiative, make sound, independent, and timely decisions; and apply knowledge, data and common sense to solve routines and non-routine problems.
- Knowledge of the equipment, facilities, operation, and techniques used in sports programming.
- Ability to communicate, follow and enforce all rules, regulations, and policies.
- Ability to identify and/or recommend maintenance, improvements or repairs.
- Knowledge of and ability to practice proper safety precautions, anticipate unsafe circumstances, and act accordingly to help prevent accidents.
- Ability to work with and supervise a variety of age groups and effectively supervise the work of these individuals.
- Ability to assist with skills checks, coaching clinics, and safety drills.
- Ability to effectively present verbal and written information and respond to questions from guests, program participants, co-workers, supervisors, volunteers, and other District employees.
- Ability to recruit, train, schedule, evaluate, discipline, develop, and resolve issues of assigned staff and volunteers.
- Ability to remain composed in emergency situations, make sound judgements, and work effectively with guests and other recreation staff under stressful circumstances

Administrative and Supervisory Work for Program Staff:

- With assistance from the Programs Coordinator, recruits, interviews, hires, trains, schedules, supervises, evaluates, develops, and disciplines staff to ensure safe and effective services.
- Assists with staff meetings and trainings.
- Handles the registration process of assigned program areas.
- Exhibits appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner while adhering to District policies and procedures.
- Serves as a member on departmental committees as assigned.

Required Qualifications:

- 18 years of age
- High School Diploma or GED
- 2 years of working experience or participating in a sport and/or youth program
- 6 months of supervision of staff experience
- Experience working with youth population
- CPR, AED, First Aid Certification or the ability to become certified within the first 90 days of employment
- Concussion recognition training is required and must be renewed annually



Core Competencies:

To perform the job successfully, an individual should demonstrate the following competencies: Problem solving, customer service, oral communication, managing people, initiative, professionalism, punctuality, safety, teamwork, planning/organizing, and interpersonal skills.

PHYSICAL DEMANDS, JOB LOCATION AND EQUIPMENT UTILIZED:

- This position requires a high level of physical ability including standing for long periods, bending, reaching, lifting, jumping, walking, stretching, etc. Most duties are performed in indoor and outdoor sports facilities. This position will work closely with customers of varying abilities and must be comfortable acknowledging those different abilities and aptitudes.
- Physical demands are described as medium (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and up to 10 lbs. force constantly to lift, carry, push, pull, or otherwise move objects, including the human body).

Reasonable Accommodation:

Carbon Valley Parks & Recreation District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to the District.

Job Description Function and Intent:

The job functions and duties on the job description are not all-inclusive and additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contracts. The company maintains its at-will employer status.

Note: Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: Interview, reference checks, background checks that may include, local police check and, driving check through DMV.