

November 2017

GRADE 209

**TITLE: RECREATION SPECIALIST - SPORTS****DEPT: PARKS AND RECREATION****SUPV: RECREATION CENTER SUPERVISOR****JOB SUMMARY**

This position oversees youth and adult, individual and team sports programs for the Parks and Recreation Department. Responsibilities include program development, implementation, marketing, sponsorship solicitation, interpretation and enforcement of rules and regulations, evaluation, and hiring, training, assigning, and supervising staff. Position requires setting and attaining program goals. Ingenuity and independent thinking are required under general supervision.

**JOB SCOPE:**

Supervisory responsibilities include all aspects of program operations as well as fiscal accountability with the Department's budget preparation and implementation; submit program, participation, and financial reports as requested.

**PRINCIPAL DUTIES & RESPONSIBILITIES:**

The listed duties are essential job functions that the position has been created to perform. The list of duties is not exhaustive. The employee may be called upon to perform any task that is implied from the listed duties or is within the scope of the job summary. Must be accessible and flexible for "on call" matters of importance and/or emergencies. Contribute to the team effort by performing other duties as assigned. Attendance and punctuality is an essential.

**OVERALL STRENGTH (STR) DEMANDS:**

Sedentary (S)  Light (L)  Medium (M)  Heavy (H)  Very Heavy (VH)

<b>DUTIES</b>		<b>STR</b>	<b>% TIME</b>
1.	Develop, implement, coordinate, and supervise all recreation programs and events pertaining to athletics and sports.	M	50
2.	Assist with production of marketing and sponsorship materials, such as flyers, brochures, and press releases.	L	10
3.	Set annual performance goals; evaluate progress monthly. Produce monthly reports and other documents as requested.	L	10
4.	Monitor monthly revenue and expense associated with athletics and sports. Assist with preparing the Department's annual budget.	L	10
5.	Recruit, hire, train, assign, supervise, and evaluate part time program and event support staff. Recruit and hire contract program providers. Collaborate with organizations to support these ventures. Seek out volunteers and sponsorships	L	10
6.	Collaborate with local, area, regional, and state athletic and sport organizations to develop leagues, tournaments, and camps utilizing city and local venues.	M	10

<b>PHYSICAL DEMAND</b>	<b>CORRESPONDING DUTY</b>
STANDING	1,2,5,6
SITTING	1,2,3,4,5,6
WALKING	1,2,5,6
LIFTING	1,2,5,6
CARRYING	1,2,5,6
PUSHING/PULLING	1,2,5,6
REACHING	1,2,3,4,5,6
HANDLING	1,2,3,4,5,6
FINE DEXTERITY	1,2,3,4,5,6
KNEELING	1,2,5,6
CROUCHING	1,2,5,6
CRAWLING	1,2,5,6
BENDING	1,2,5,6
TWISTING	1,2,3,4,5,6
CLIMBING	1,2,5,6
BALANCING	1,2,3,4,5,6
VISION	1,2,3,4,5,6
HEARING	1,2,3,4,5,6
TALKING	1,2,3,4,5,6
FOOT CONTROLS	-
OTHER(dexterity)	1,2,3,4,5,6

