

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Recreation Programmer  
**DEPARTMENT:** Parks and Recreation  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

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

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, organizes, and implements programs and specialized recreation activities, including arts and crafts, athletic leagues, tournaments, fitness programs, after school programs, dances, clinics, summer day camps, etc
- Interacts and communicates with a variety of groups and individuals including department and City staff, community groups, volunteers, senior citizens, and the general public
- Creates press releases, displays, posters, brochures, and flyers for programs, activities, special events and facilities
- Provides guidance on publicity, vendor and instructor requirements, registration procedures, and purchasing for programs, events, and activities
- Provides assistance in setting up recreation classes, leagues, and events
- Handles specific assignment/job task for each City-wide special event
- Ensures the safety of all program, activity and event participants and providers by following City policies and procedures and monitoring participants' activity
- 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

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- Maintains inventory of supplies and equipment; requisitions supplies and equipment as necessary
- Greets visitors to the office and recreational facilities
- Performs related duties as assigned and/or required

### **MINIMUM QUALIFICATIONS:**

Must possess 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 one (1) year of experience in recreational programming; an equivalent combination of education, certification, training, and/or experience may be considered.

Bachelor's degree in Recreation/Physical Education, Special Education, Therapeutic Recreation, or a related field preferred.

Must have a state of Florida driver license, class E, a current cardiopulmonary resuscitation (CPR) certification and an automated external defibrillator (AED certification).

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Advanced knowledge of recreation programming, municipal recreation and park programming, activities, and special events
- Knowledge of marketing, advertising, and sales promotion
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to work with all age groups including seniors, youth, and toddlers, with and without special needs
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, 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

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve

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some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

**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, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date