

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior-level technical or specialized work in the Parks and Recreation department. Plans and implements programs for all ages as assigned. Oversees staff and building operations when the immediate Supervisor & Superintendent are not present. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

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 specialized recreation activities, including athletic leagues, tournaments, clinics, summer day camps, fitness programs, after school programs, special needs programs, dances, senior programs and field trips
- Interacts and communicates with a variety of groups and individuals including department personnel, City department heads and employees, community groups, volunteers, senior citizens and the general public
- Performs job tasks for City-wide special events as assigned
- Ensures the safety of all program, activity, and event participants and providers by following City policies and procedures and monitoring participants' activity
- Acts as a liaison for special activity instructors and outside vendors; monitors and evaluates them
- Assists with recruiting, hiring, training and completing performance evaluations for Recreation Interns and seasonal and temporary personnel
- Creates press releases, displays, posters, brochures, newsletters, and flyers for programs and facilities
- Recruits and oversees volunteers, and maintains active list of volunteers
- Maintains inventory of supplies and equipment; prepares purchase orders and check requests to purchase supplies and equipment; requisitions supplies and equipment, as necessary
- Monitors recreation facilities to ensure security, proper working order of equipment, cleanliness of area and other potential maintenance hazards.

CITY OF COCONUT CREEK JOB DESCRIPTION

- In the absence of supervisors, employee must have the ability to tactfully exercise leadership skills to direct and guide coworkers in the completion of assigned tasks, as a team
- Ability to identify, credit and recommend to supervisors accolades and or corrective actions of fellow coworkers
- Makes an effort to read, and understand City and Department policies and procedures should questions arise from co-workers or the general public
- Performs routine administrative duties including composing correspondence, typing, copying, and filing
- Provides assistance in moving and setting up equipment as assigned including, but not limited to, recreation classes, activities, leagues, organization meetings and special events
- Reviews, prepares and/or submits various records and reports including activity reports, timesheets, surveys, purchase requisitions, program proposals, program evaluations, contracts, registration forms, insurance agreements, deposit logs, correspondence, news releases, etc.
- Plans and implements age, gender, program, and/or athletic specific recreation activities
- Represents the department when facilities are rented by outside groups; offers assistance to customers as needed
- Responds to telephone inquiries regarding departmental activities
- Responsible for publicity, vendor and instructor requirements, registration procedures, and purchasing for programs, events, and activities
- May plan and implement special events and promotional activities
- May assist with the preparation of fiscal year budgeting for assigned programs; may be responsible for preparing and monitoring budget for specific programs or activities
- Assists in the recruitment of special activity instructors to conduct instructional classes
- Performs other related duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Must possess an Associate's Degree (or at least sixty (60) credit hours) from an accredited college or university in Recreation, Physical Education or closely related field; supplemented by three (3) or more years' experience in an organized recreation or athletic program to include planning and implementing programs, program instruction, office operation, special events, tournaments, and/or arts and crafts activities; an equivalent combination of education, certification, training, and/or experience may be considered.

A Bachelor's Degree from an accredited college or university in Recreation, Physical Education or a closely related field is preferred.

CITY OF COCONUT CREEK JOB DESCRIPTION

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

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of municipal recreation and park programming, activities, and special events
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to work with all age groups including seniors, youth and toddlers, with and without special needs
- 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 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
- Ability to safely operate 11-passenger van

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 50 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 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.

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

SENSORY REQUIREMENTS:

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

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date