

City of St. Helens

Job Title: Recreation Program Specialist
Department: Recreation
FLSA Status: Non-Exempt
Union: Non-union if fiscal year average hours is 23 hours or less per week
AFSCME union if fiscal year average hours is 24 hours or more per week
Created: April 1, 2020
Wage Scale: Recreation Program Specialist

GENERAL PURPOSE

This position participates and may also lead Recreation staff in facilitating recreation activities for participants of all ages; a variety of duties and tasks may be assigned. If working at School District Facilities with students, will be required to pass a pre-employment background check and drug screening conducted by the St. Helens School District.

Availability during normal business hours (M-F 8-5) as well as some early mornings, evenings and weekends as needed.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Manager.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

General:

- Facilitates recreation activities, including games, sports, arts and crafts projects, special interests' projects, and other related activities.
- Participates in keeping attendance records of recreation participants, including making sure those in attendance are registered.
- Ensures the safety and security procedures are followed by participants, including learning safety and security procedures, monitoring and reminding participants to follow safety procedures.
- Enforces department rules and regulations, including learning department rules and regulations, ensuring that participants are following the rules and regulations.
- Assists with a variety of facility and event functions.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Responds to citizens' questions and comments in a courteous and timely manner.
- May provide clerical support when needed.
- Assists in Recreation Center and other recreation-site operations.
- Collects payments.
- Assists with marketing for related recreational activities.
- Performs other directly related duties consistent with the role and function of the classification.

- Facilitates activity sessions in such a way that all participants feel valued, safe, and part of a team.
- May take a lead in the coordination and delivery of outdoor programs.
- Flexibility to work weekends and evenings.
- Ability to relate positively with people of all ages and backgrounds.
- Willingness to learn new skills and undertake training when required.

SHARP Program:

- May assist and plan daily activities for SHARP Program.
- Ensures all paperwork for children is correct and updated with any changes.
- Communicates and attends lunch and snack programs including summer lunch program and attend management meetings with St. Helens School District.
- Work within St. Helens School District policies and confidentiality requirements.
- Monitors daily procedures for drop-off, daily activities, and pick-up times.
- Provides necessary and appropriate consequences to help manage challenging behaviors and communicates with management when child behavior becomes unmanageable or unsafe.
- Provides parent or guardian with accident or incident reports for signature or review when required.
- Follows mandatory reporting laws in the State of Oregon.
- Ensures the safety, cleanliness and organization of classrooms by assisting with daily cleaning tasks.
- Assist in responding to emergency situations by following emergency action plans, contacting appropriate agencies and document incidents as necessary.
- Make phone calls to parents when child is hurt or being unsafe towards themselves and/or others.

Recreation Program Marketing:

- Works with City's Communications Officer, responds and posts on social media outlets regarding news and information relating to Recreation Department.
- Creates flyers, brochures, and recreation catalogs, and distributes for the Recreation Department, including flyers, brochures, and recreation catalogs.
- Assists with public relations duties in coordination with Recreation Manager.

Youth Sports Program:

- Assists with management of recreational sports programs as directed by Recreation Manager. This includes creation of teams, schedules, facility reservations, etc.
- May assist in management of and developing officials, coaches, and volunteers.
- May instruct/assist in development of classes and programs around sports.
- May assist in planning sports camps.
- Assists with coaching at sports camps, if necessary.

MINIMUM QUALIFICATIONS

- Must be age 18 years or older.
- CPR/AED/First Aid certified (or ability to obtain within 2 weeks of hire date).
- Must have or be able to obtain a valid Oregon driver's license by hire date.

DESIRED QUALIFICATIONS

- Knowledge of word processing, spreadsheets, and other recreation related computer software.
- Knowledge of web-based activity programs (Square, MaxGalaxy, etc.).
- Knowledge of developing and administering youth programs.
- Working knowledge of the rules of a variety of sports.
- Ability to work under stressful situations; ability to stay calm; have excellent problem-solving skills.
- Ability to work evenings and weekends when necessary.

- Ability to establish and maintain effective working relationships with co-workers and public; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.

SPECIAL REQUIREMENTS

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Recreation Program Specialist** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations and job duties and responsibilities outlined within this job description.

Employee Signature: _____

Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

Created: 4/1/2020