

Job Title: Recreation Events Programmer

Job Summary: This position is responsible for coordinating and promoting a variety of recreational programs and special events for the Town.

Major Duties:

- Oversees all Town recreation programs and facilities;
- Coordinates class and event schedules, youth sports programs, recreation facilities rentals and Recreation Committee meetings;
- Promotes recreation department programs and Town events through public information venues, public speaking opportunities, community newsletters and other forms of information distribution;
- Evaluates the performance of class instructors and coaches; verifies background checks and ensures proper certifications are on file for instructors and coaches;
- Assigns duties and oversees the work of the full-time recreation assistant;
- Submits work orders for maintenance of Town sports facilities and buildings;
- Ensures proper safety procedures, guidelines and Town policies are followed;
- Responds to recreation and event inquiries from the general public; provides customer service for all recreation programs to Town residents;
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of the principles, techniques, methods, supplies and equipment applicable to municipal sports and recreation programs;
- Knowledge of public relations best practices and principles;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Excellent customer service skills;
- Effective written and oral communication skills;
- Ability to perform basic mathematical and accounting functions;
- Ability to maintain records and create reports;
- Ability to coordinate a staff of instructors, coaches and volunteers;
- Ability to work well with others;
- Ability to establish and maintain effective working relationships with coaches, instructors, other Town personnel and the public.

Supervisory Controls: The work of this position is performed under the supervision of the Town Manager.

Guidelines: Guidelines include Town and departmental policies.

Complexity: The work consists of a variety of administrative and clerical duties.

Personal Contacts: Contacts are typically with co-workers, recreation facility users, coaches, instructors and the general public.

Job Title: Recreation Events Programmer (Continued)

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: This work is typically performed indoors with the employee sitting at a desk, with occasional bending and lifting and traveling to Town recreational facilities or light duties on sports fields.

Work Environment: Work is typically performed in an indoor office environment with site visits required.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

Bachelor's degree required, preferably in Therapeutic Recreation or related field; CPR and AED certification required; National Youth Sports certification preferred; valid State of Georgia Driver's License and satisfactory Motor Vehicle Record; equivalent combination of education and experience. CPRP Preferred.