

# **Parks and Recreation Part-Time Staff**

## **GENERAL STATEMENT OF DUTIES**

Performs work planning, coordinating, implementing of the Seven Devils Parks and Recreation Summer Events; various Town Parks, recreational, and social activities; and other jobs as assigned. Employee reports to Parks and Recreation Program Tech.

## **FEATURES OF DUTIES**

The Parks and Recreation Part-Time Staff performs under the general direction and supervision of the Parks and Recreation Program Tech and is responsible for assisting in scheduling, managing, and the utilization of Town facilities, parks, recreational programs, special events and other programs that may be assigned by the Parks and Recreation Program Tech. Work may involve some evening and weekend hours, some holidays, and related work as required. Work is performed in accordance with established policies and regulations and is evaluated in terms of the effectiveness and efficiency of programs, activities, and facility usage.

## **ILLUSTRATIVE EXAMPLES OF WORK**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by the Parks and Recreation Intern, only a representative summary of the primary duties and responsibilities. The Parks and Recreation Intern may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

## **ESSENTIAL JOB FUNCTIONS**

- Assists Parks and Recreation Program Tech in planning, organizing, developing, scheduling, promotion, and evaluating a variety of indoor and outdoor recreation programs and activities for all age groups.
- Assists Parks and Recreation Program Tech in the planning, organizing, and directing of special events.
- Assists in the administration of policies and procedures for Town parks and recreation facilities.
- Assists in scheduling recreation facilities and supervising conditions of facilities ensuring cleanliness and safety.
- Assists in maintaining inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs.
- Provides clerical support with program registrations, answering telephones, and may respond to public inquiries about facilities.

- May perform emergency custodial maintenance work. Set up tents, tables, equipment, and chairs as directed.
- Assists Parks and Recreation Program Tech in any other phase as may be required.

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

- General knowledge of the objectives and ideals of Town-sponsored adult and youth recreation programs.
- General knowledge of the philosophy and objectives of public recreation.
- General knowledge of the principles of supervision, organization, and administration.
- General knowledge of various social media platforms.
- Ability to plan, direct, and coordinate the work of volunteers and activities of program participants.
- Ability to express ideas effectively orally and in writing.
- Ability to compose correspondence and prepare reports and publicity documents.
- Ability to deal courteously with the general public, volunteers, and fellow employees.
- Ability to be a self-starter, work independently, and cooperatively.
- Working knowledge of Microsoft Office Suite.
- Ability to assist in promotion and supervision of activities for large groups.
- Ability to establish and maintain an effective working relationship with employees, volunteers, participants, and the general public.

### **PHYSICAL REQUIREMENTS**

- Must be able to perform basic life operations of climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, fingering, grasping, feeling, hearing, and repetitive motions.
- Must be able to perform light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Must possess the skills necessary to prepare and analyze data and figures, operate a computer terminal, operate machines, and use measurement devices.
- Must successfully pass a physical exam prior to appointment.

### **MINIMUM EXPERIENCE AND TRAINING**

Basic requirement is to have completed high school or equivalent. Current college enrollment is a plus. Ideal candidate has 1 to 2 years of experience in parks and recreation programming and management. Any equivalent combination of training and experience required to perform the essential position functions will be considered.

### **SPECIAL REQUIREMENTS**

- Possession of a valid driver's license during the time of employment.
- Active certifications in CPR and Red Cross Advanced First Aid.

## COMPETENCIES

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using the appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodations if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.