ASHEVILLE, NORTH CAROLINA

Classification Specification

Recreation Program Leader
Job Code: 5091
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to assist in the planning, developing, and implementing indoor and outdoor recreation program activities and events for assigned districts or parks. Assists full time staff with supervision of facility.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that assigned volunteers have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to Recreation Facility Manager, Assistant Director, Parks and Recreation and Director, Parks and Recreation; and updates and maintains department standard operating procedure manuals.

Assists in planning and developing, and organizing, marketing, implementing, and supervising assigned recreational activities: coordinates with department staff to research, plan, create, implement, schedule, and set up/break down for recreational program activities, field trips, educational classes, and special events; coordinates and supervises volunteers during activities and events; gathers supplies and equipment; verifies completion of required forms for each participant; provides information, direction, and assistance to participants, staff, and volunteers; and ensures all activities comply with established rules, policies, procedures and safety standards; conducts preparation sessions and training, prepares and maintains any applicable training materials and handouts for recreational activities.

Performs customer service and public relations functions: provides information or assistance regarding services, activities, forms, procedures, fees, or other issues; responds to routine questions and complaints; researches problems and initiates problem resolution; refers complaints/problems to appropriate personnel.

Performs light maintenance duties to maintain the appearance of assigned facility: performs indoor and outdoor cleaning duties; updates bulletin boards with current and relevant recreation event materials; ensures outdoor plantings are in sufficient condition; assists with updating indoor decorations as needed.

Communicates with supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, cash, personal checks, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; operates general office or other equipment as necessary; and operates sports equipment, kitchen equipment, scoreboards, or other equipment and supplies to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in recreation or sports programming or a related field required; supplemented by three years of experience in implementing recreation programs, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as lead person or crew leader, providing guidance to a work unit, coordinating activities, and reviewing work of the unit.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, violence, disease, pathogenic substances, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.