

POSITION DESCRIPTION

Employee Name:	Position Title: Recreation Programmer
Class Number:	Class Title:

Dept.: Recreation	Employment Status: Full-time
Reports to: Recreation Superintendent	FLSA Status: Non-exempt
Normal Hours: Varies	Civil Service Status: Classified

QUALIFICATIONS: An example of acceptable qualifications:
 Possession of a Bachelor’s degree from an accredited college or university in Parks and Recreation Management; two (2) or more years of related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:
 Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy; must possess or be willing to obtain a First Aid/CPR/AED Certification issued by the American Red Cross and other various trainings/certifications (e.g., concussion training, Lindsey’s Law, etc.).

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
 Calculator, computer, computer software (Sportsmanship, Microsoft Office and other applicable computer software programs), mobile phone, fax machine, copier, scanner, telephone, postage machine, and other standard modern business office equipment, motor vehicle, fitness equipment, concession equipment, janitorial equipment, hand/power tools, pool cleaning equipment, ice resurfacing equipment, Zamboni, ice rink edger, skate sharpener, lifts.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
 Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works on and around powered platforms and/or vehicle mounted platforms; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury from hazardous waste; is exposed to possible injury due to unclean or unsanitary conditions; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., scissor lift, cardio equipment, machine weights, free weights, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to fire; has exposure to hot, cold, wet, humid, or windy weather conditions; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Coordinates and schedules recreational activities and programs that involve the use of City facilities (e.g., volleyball, basketball, flag football, swimming lessons, adult physical fitness, etc.); resolves disputes related to recreational activities; proposes new recreational activities or programs to the Recreation Superintendent; assesses equipment needs/inventory and orders uniforms and equipment for recreation activities within the constraints of the City's budget; opens and closes facilities.
- (2) Provides registration for activities and programs; receives cash receipts, makes deposits in accordance with established procedures and in a timely and accurate manner; assists with preparation of annual budget; provides ongoing financial activity and attendance information and reports as necessary.
- (3) Ensures information related to recreational activities is prepared, posted, and released to the public and the media in a timely manner; supervises buildings and parks.
- (4) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (7) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: budgeting; office practices and procedures; *City/department goals and objectives; *City/department policies and procedures; *workplace safety practices and procedures; *personnel rules and regulations; community resources and services; public relations; project management; government structure and process; state, federal, and local laws and/or regulations; employee training and development; local geographical area; English grammar and spelling; park and recreation programs, facilities, equipment, and supplies; parks and recreation administration; athletics.

Skill in: word processing; computer operation; use of modern office equipment; motor vehicle operation.

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

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Ability to: carry out a variety of instructions in written, oral, picture, or schedule form; deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

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