

# TOWN OF ROCKLAND

## Job Description

<b>Position Title:</b>	Recreation Program Leader	<b>Grade Level:</b>	Part Time
<b>Department</b>	Recreation	<b>Date:</b>	04/23/2021
<b>Reports to:</b>	Director	<b>FLSA Status:</b>	Non-Exempt

### **Statement of Duties:**

The Recreation Leader is responsible for the organization and direction of a variety of recreation activities. Responsibilities include conducting activities with groups of all ages, in varying programs and in different indoor/outdoor facilities. In addition, this position will be responsible for setting up and keep records all equipment use and ensure that recreation facilities and equipment are used and maintained properly. This position will work with the Director assisting in the development of diverse year-round programming. This position may require flexible hours; Monday through Sundays, mostly afternoons evenings and/or after hours. Applicant must be kid-oriented, self-motivated and a problem solver.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Implements the programs planned for the Recreation Department in a facility such as, community center, playground, gymnasium, game room, etc.
- Encourages groups and individuals to participate in offered programs.
- Set up and Facilitate Recreation programs, as necessary.
- Assist in creating new revenue producing departmental programs, with a special emphasis on special needs, young teens/adults, and children.
- Help maintain departmental website.
- Help with the content and layout of seasonal program guides.
- Provide feedback in recommending, implementing, or evaluating department programs and activities.
- Recommends the purchase of equipment and supplies for recreational programs.
- Explains and enforces the general policies of the Recreation Department: advises the public on the availability and types of services and area conditions.
- Provides general information and assistance to the public.
- Must be proficient in Word, Excel, and Publisher

**Supervision Required:** Under the general supervision of the Recreation Director, but generally daily work is performed independently.

**Supervisory Responsibility:** Work includes some supervisory responsibility.

**Confidentiality:** The employee has regular access to confidential information such as department and client records in accordance with the State Public Records Law.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in missed deadlines, monetary loss; jeopardize programs, or legal repercussions to the Town.

**Judgment:** Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Judgment is needed to locate, select,

and apply the most pertinent practice or procedure, regulation, or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Nature and Purpose of Public Contact:** Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations, or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving complaints.

**Recommended Minimum Qualifications:**

**Education and Experience:** High School education, preferably has or working towards a bachelor's degree in Recreation, Physical Education, Sports Management, or related field with some experience working with children or in a recreational setting; Proficiency with Microsoft Office Suite; or any equivalent combination of education and experience.

**Special Requirements:** Must hold Certification in First Aid and CPR and a valid Massachusetts Driver's License.

**Knowledge, Abilities and Skill:**

**Knowledge:** Proven experience with standard office technology, including computers, calculators, fax and copy machines. Proficiency with Microsoft Office Suite and some social media platforms.

**Abilities:** Ability to work independently with frequent interruptions and provide excellent customer service to the public and other department personnel; ability to connect with children of all ages with a high degree of social skills and patience; ability to perform multiple tasks and maintain confidential information. Ability to manage multiple tasks in a detailed and organized manner.

**Skills:** Strong written, verbal, telephone, and inter-personal skills. Self-starter who takes initiative to complete both routine and detailed tasks and has strong attention to detail.

**Work Environment:** Professional environment in an office or recreational facility, indoors or outdoors, that includes some walking, standing, and carrying office materials and recreational equipment weighing of 50 lbs. Environment involves everyday risks or discomforts which require normal safety precautions typical of a recreational facility. Driving to various program sites may be involved.

**Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Demands:** Some physical demands are required to perform the work such as prolonged standing, bending, running, and stretching. The employee is occasionally required to lift objects such as books, office equipment, computer paper and at time heavy recreational equipment.

**Motor Skills:** Duties are both mental and physical and require eye-hand coordination and manual dexterity to manipulate program equipment and activities as well as operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

**Visual Demands:** The employee is required to constantly read documents, computer programs and directions for general understanding.

*This 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.*