

CITY OF BRIDGEPORT, TEXAS

PART TIME RECREATION SPECIALIST – PROGRAMS

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.

The City of Bridgeport does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. The City is an equal opportunity employer.

FLSA: non-exempt

STARTING PAY: \$14.00/hour DOQ

JOB SUMMARY

To organize, plan, supervise and coordinate various programs and operations of the Parks and Recreation department including overseeing activities, summer camps, after school program, and other recreation programs, events and activities; to coordinate assigned activities with citizens, officials, employees and the general public; and to provide highly responsible and complex administrative support to the Parks and Recreation Director.

This position will work, on average, no more than twenty-nine (29) hours per week.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director.

Exercises direct supervision over part-time seasonal recreation employees, volunteers, and contractors.

ESSENTIAL FUNCTIONS – Essential duties may include the following:

1. Organizes, plans, supervises and coordinates various recreation programs and classes; coordinates various programs with other city and departmental personnel to inform them of activity involvement and anticipated assistance.
2. Monitor and operate the department's registration software.

3. Assist in the hiring process of part-time seasonal staff for the department, including recruiting process, interviews, and paperwork.
4. Participates in the budgetary process by assisting with the development and administration of the annual budget for the recreation fund; assist in forecasting staffing and funding needs; monitors and approves expenditures throughout the year.
5. Investigates and resolves citizen inquiries or complaints concerning classes, instructors, or facilities.
6. Participates in the development and implementation of departmental goals, objectives, policies, and priorities; recommend and implement resulting policies and procedures; establishes, within city policy, appropriate service and staffing levels.
7. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned recreational and educational programs; works with other employees on the continuous improvement of programs and services.
8. Assists in the planning, directing, and coordinating of the department's work plan; reviews and evaluates work methods and procedures; identifies and resolves problems; identifies opportunities for improvement; directs and implements changes.
9. Maintains and purchases supplies and equipment needs for assigned recreation programs; works with local school districts in coordination of facilities, programs, and information; directs recreation programs held in joint use facilities; schedules facilities, takes reservations, collects fees and writes receipts.
10. Provides staff assistance to the Parks and Recreation Director; provides various program and activity reports; prepares and presents staff reports and other necessary correspondence; makes recommendations for the addition of new programs.
11. Develops, along with other staff, marketing and promotional materials for recreation programs including flyers, news releases, posters, and recreation brochures.
12. Perform other duties as assigned.
13. Attends work regularly.
14. Remains alert at all times.

Marginal Functions:

1. Works after hours and on weekends as needed.
2. Represents the Parks and Recreation department to the citizens, other departments, elected officials and outside agencies; meets and greets the public.
3. Supports all youth, volunteer, civic and cultural activities in which the City participates.
4. Attends various meetings and seminars as required.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services, and activities of a recreation program.
Organizing and directing youth, adults and volunteers.
Modern and complex principles and practices of recreation services.
Operational characteristics of recreation equipment.
Methods and techniques of report preparation.
Principles and practices of program development and administration.
Principles of personnel supervision, training, and performance evaluation.
Principles of record keeping.
Modern office procedures, methods, and computer equipment.
English usage, spelling, grammar, and punctuation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Manage and direct assigned recreational programs.
Develop and administer goals, objectives, and procedures for assigned areas of responsibility.
Identify and respond to sensitive community and organizational issues, concerns and needs.
Plan, organize, direct, and coordinate the work of subordinate employees.
Delegate authority and responsibility.
Select, supervise, train, and evaluate subordinate employees.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Prepare clear and concise reports.
Prepare and administer budget for assigned areas of responsibility.

Operate and maintain recreation equipment.

Interpret and apply applicable Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work. Maintain effective audio-visual discrimination and perception needed for:

- *making observations;*
- *reading and writing; and*
- *communicating with others.*

Maintain mental capacity which permits:

- *making sound decisions and using good judgment;*
- *demonstrating intellectual capabilities;*
- *evaluating the effectiveness of programs and personnel;*
- *recommending effective policies and procedures; and*
- *communicating clearly.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *standing or sitting for extended periods of time and*
- *preparing and presenting material in a formal setting.*

Effectively handle a work environment and conditions which involve:

- *working closely with others and*
- *irregular work hours.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- High School Diploma or GED equivalent and three years of experience in the recreation field,

OR

- Bachelor's Degree in Recreation or related field (physical education, kinesiology, exercise physiology) and 1 year of experience in the recreation field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation science, physical education, kinesiology, exercise physiology, or a related field.

License or Certification (Must obtain by designated date)

Possession of, or ability to obtain, an appropriate Texas Driver's License.
Possession of, or ability to obtain, First Aid certification.
Possession of, or ability to obtain, CPR certification.
Possession of, or ability to obtain, CPR/First Aid Instructor certification.

WORKING CONDITIONS

Environmental Conditions:

Inside and outside conditions; some travel involved to meetings, parks and recreational sites; exposure to inclement weather; irregular work hours.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for standing, walking, bending or crouching for prolonged periods of time; lifting and carrying up to 50 pounds; and operating motorized vehicles.

BENEFITS

The City currently offers Part-Time 29 employees the following benefits: participation in the Texas Municipal Retirement System where the City matches employee contributions 2:1; nine partial paid holidays plus three partial paid floating personal days; partial paid vacations and sick days; and a sick day pool. The City has a telemedicine plan available to the employee & their family at no charge. Employees are provided with \$30K life/ADD insurance with an option to purchase additional and/or dependent coverage. The City pays a monthly cell phone allowance and offers extra pay for bilingual employees as applicable.

DISCLAIMERS

This job description is:

1. Intended to describe the general nature and level of work being performed by any employee assigned to this job title. It is not intended to be a complete list of all job duties, responsibilities, and/or behaviors of employees in this job. It is intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.
2. Not intended to limit or modify the right of any supervisor to assign, direct,

- and control the work of employees under their supervision.
3. Not an employment agreement or contract. The City of Bridgeport has the exclusive right to alter this job description at any time without notice.

A criminal history; driver's license check; physical; and drug test are required for employment.

In compliance with the Americans with Disabilities Act, the City of Bridgeport will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Bridgeport. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management immediately to interpret these duties and expectations.

Signature / Approval

Date: _____

Employee

Employee's Printed Name