

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Recreation Programmer		
<b>Job Code:</b>	TC5710	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	509	<b>Date Reviewed:</b>	07/09/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	10/01/16

### GENERAL SUMMARY

Oversees the staffing, maintenance, and programming of facilities within the Parks/Community Services department; coordinates assigned activities with other divisions, outside agencies and the general public; and provides responsible staff assistance to management staff.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Participates in the planning, coordination, development and implementation of a wide variety of recreational, leisure, athletic, educational programs for an assigned Community Center.
3. Coordinates the organization, staffing and operational activities of the community center competitive athletic leagues; schedules all games and practices; assists in special event and tournament development and implementation.
4. Participates in the development and implementation of program goals, objectives, policies and priorities; recommends and implements resulting policies and procedures.
5. Identifies opportunities for improving methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
6. Assists in developing the work plan for assigned community center services and activities; reviews and evaluates programs, methods and procedures; meets with employees to identify and resolve problems.
7. Continuously monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned Parks/Community Services programs, service methods and procedures; works with employees on the continuous improvement of assigned programs.

8. Oversees the maintenance the community center and facility grounds; monitors equipment for cleanliness and proper function; reports problems to appropriate management staff.
9. Balances daily transactions; compiles weekly, monthly, and yearly financial reports for review by management personnel; forecasts needed funding for staffing, equipment, materials and supplies.
10. Schedules and oversees rental of facility accommodations and athletic fields for athletic events, community programs, and corporate use.
11. Coordinates community center activities with those of other divisions and outside agencies and organizations to develop community programs and address community needs; assists in special events.
12. Develops posters and fliers to promote athletic leagues and related events; conducts surveys to monitor the organization, operation, and overall effectiveness of the City athletic leagues.
13. Responds to public requests and inquiries efficiently and effectively; transports various reports and supplies to other departments, organizations, and general public.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Recreation programming procedures and practices.
  - Operational characteristics, services and activities of a community center.
  - Modern and complex principles and practices of scheduling league and tournament events.
  - Aquatic safety.
  - Methods and techniques of financial report preparation.
  - Budget monitoring and forecasting of needed funds.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
  - Personnel Management.
  - Microsoft Excel.
  - Public speaking.
  - Customer service.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Recommend and implement goals and objectives for providing effective recreation programming.

- Interpret and explain City personnel policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major course work in Sports Management, Physical Education, Recreation, or a related field and three years of responsible community center service or recreational programming experience.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

Certified in First Aid, CPR, and AED.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **PHYSICAL DEMANDS**

*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 essential functions.*

Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.