

TITLE: Program Specialist

PR/2

DEPARTMENT: Parks and Recreation, City of Franklin

JOB SUMMARY: This position is responsible for planning, organizing, and supervising a variety of programs and activities offered by the Parks and Recreation Department.

MAJOR DUTIES:

- o Develops programs; maintains facilities; plans, directs, and participates in programs and activities; prepares, stores, and issues materials; prepares and maintains appropriate records.
- o Develops and implements programs to meet the need of a diverse community, with emphasis on youth programs.
- o Assists Athletic Program Specialist in developing and implementing programs.
- o Plans and supervises programs for all age groups.
- o Inventories equipment.
- o Provides direct assistance to the Southeastern Tidewater Opportunity Project in the conduct of appropriate activities.
- o Reviews work in terms of meeting program plans, achieving results, and the condition of facilities.
- o Makes oral presentations to community organizations and other groups as requested.
- o Works with community groups and individuals in the determination of recreation and athletic program needs and in establishing programs to meet those needs.
- o Maintains records and logs of activities and incidents pertaining to recreation programs; prepares periodic reports.
- o Develops, implements, and coordinates new recreation programs throughout the city; reviews and evaluates new and existing programs to assure that quality standards are met and that revenues are sufficient.
- o Assists with designing and preparing news releases to promote activities, programs, and special events.
- o Performs day-to-day community center operations, including set-ups, tear-downs, and the development of center programs and activities.

- o Develops summer programs; assists in the recruitment, hiring, and training of part-time staff for summer programs, including camps, recreation programs, and pool operations.
- o Maintains swimming pool system; prepares pools for season opening; winterizes pool; provides daily water balancing; orders supplies.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the principles, rules, materials, and equipment required for a variety of program activities.
- o Knowledge of the rules and equipment of program activities.
- o Knowledge of the philosophy and objectives of public recreation and athletics.
- o Knowledge of first-aid practices and techniques.
- o Knowledge of personal computers for use in word processing and electronic communications.
- o Skill in the instruction and supervision of program participants.
- o Skill in oral and written communication.
- o Skill in resolving disputes.

SUPERVISORY CONTROLS: The Parks and Recreation Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied program coordination duties. The diversity of tasks contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to develop and implement recreation programs. Successful performance in this position enhances the quality of life of citizens of Franklin.

PERSONAL CONTACTS: Contacts are typically with other city personnel and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.