



RECREATION DEPARTMENT

Recreation Programmer

JOB TITLE

Recreation Programmer

GRADE

8

DEPARTMENT

Recreation

JOB PURPOSE:

This is professional work involving the coordination and supervision of a variety of recreational programs and activities.

ESSENTIAL FUNCTIONS:

Activities associated with the job include assisting with the supervision of participants utilizing the recreation center, scheduling recreation staff for special events and programs, preparing centers for workshops, classes and special events and coordinating league play, summer camp programs and playground activities. Additional activities include maintaining contacts with community groups and organizations, performing public relations activities, preparing reports of scheduled and completed activities and preparing and maintaining program information, schedules, rosters, files and records.

QUALIFICATIONS:

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in recreation, health, physical education, sports management or related field; considerable experience with developing and coordinating recreational programs; thorough knowledge of aquatics, bowling, table games and indoor and outdoor athletics including related rules and regulations; strong organizational, interpersonal and decision making skills; knowledge of health and safety regulations governing recreational facilities; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills.

SPECIAL REQUIREMENTS:

- Possession of a valid Commercial Driver's License, Class B.
- Professional certification within the Tennessee Parks and Recreation Department as set forth by the NPRA certification guidelines.
- Professional certification in CPR, First Aid and AED for the professional rescuer required.

The current starting pay for a Recreation Programmer is \$34,859.

A post-offer drug screen and physical is required for all positions.

Applications accepted until position is filled.

Applications are available at City Hall, 1230 East Parkway, Gatlinburg or online at www.gatlinburgtn.gov.

It is the policy of the City of Gatlinburg not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs.

Please see the attached job description.

Recreation Programmer

Nature of Work

This is professional work involving the coordination and supervision of a variety of recreational programs and activities. Activities associated with the job include assisting with the supervision of participants utilizing the recreation center, scheduling recreation staff for special events and programs, preparing centers for workshops, classes and special events and coordinating league play, summer camp programs and playground activities. Additional activities include maintaining contacts with community groups and organizations, performing public relations activities, preparing reports of scheduled and completed activities and preparing and maintaining program information, schedules, rosters, files and records. Job responsibilities required considerable experience in recreation program planning, thorough knowledge of recreation planning, programming and operations, strong organizational, interpersonal and decision making skills and thorough knowledge of the health and safety regulations governing public recreation facilities. Job performance is evaluated by the Recreation Center Manager through review of the quality and creativity of recreational programming, organizational, interpersonal and decision making skills, knowledge of sports and recreation programming and participants' adherence to recreation center policies and procedures.

Illustrative Examples of Work

- Plans, coordinates and supervises recreational activities and programs occurring in the recreation center and surrounding recreational fields.
- Assists with planning and coordinating special events and activities including the senior games, dance competitions, day camps, etc.
- Supervises participants utilizing recreation center facilities; enforces center policies and maintains order at all times.
- Assists with scheduling recreation center employees to ensure adequate staffing levels for all events and activities.
- Prepares centers for workshops, classes and special events and ensures the proper coordination of staff and space to accommodate all activities.
- Assists with supervising aquatic classes and swimming activities for various age groups when necessary.
- Inspects equipment to ensure it is in proper working order, issues equipment to individuals and groups and assists with maintaining an accurate and up to date inventory of all supplies and equipment.
- Assists with developing and coordinating programs, assists participants in proper athletic training and assists with the recruitment of temporary workers and volunteers.
- Assists with the preparation of press releases, calendars and newsletters to advertise and promote recreation center events and activities.
- Interacts with local and regional community groups and organizations to effectively coordinate recreational programs and activities.

- Assists with preparing and maintaining recreation center files and records.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year college or university with a B.A. (B.S.) Degree in recreation, health, physical education, sports management or related field; considerable experience with developing and coordinating recreational programs; thorough knowledge of aquatics, bowling, table games and indoor and outdoor athletics including related rules and regulations; strong organizational, interpersonal and decision making skills; knowledge of health and safety regulations governing recreational facilities; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of recreational programming techniques and practices including field sports, aquatics, bowling, table games, etc.
- Thorough knowledge of exercise physiology including aerobics, strength training, cardiovascular exercises, etc.
- Thorough knowledge of the rules and regulations governing a wide variety of athletic games and activities, league play, field dimensions, etc.
- Thorough knowledge of Tennessee Parks and Recreation Department guidelines.
- Thorough knowledge of the use of universal precautions required for dealing with blood borne pathogens.
- Knowledge of health regulations, building and fire codes and occupancy standards for a municipal recreation center.
- Ability to maintain recreation center files, records and related documentation in an organized and accessible manner.
- Ability to develop and implement effective policies and procedures to ensure the safety and security of individuals participating in recreational activities.
- Ability to interact with local officials, co-workers, vendors, constituents and the public in a professional and courteous manner.
- Ability to effectively plan and organize a variety of recreational activities, programs and special events.
- Ability to prepare creative and attractive calendars, press releases and other promotional materials to advertise and promote recreation center programs and activities.
- Ability to assist program participants in various athletic, training and recreational activities.
- Skill in the use of athletic equipment, exercise machines, etc.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, reaching, standing,

walking, pulling, pushing, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, extreme heat, noise, hazards and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized protective equipment.

Necessary Special Requirements

- Possession of a valid Commercial Drivers License, Class B.
- Professional certification within the Tennessee Parks and Recreation Department as set forth by the NPRA certification guidelines.
- Professional certification in CPR, First Aid and AED for the professional rescuer required.