

POSITION DESCRIPTION

Class Title: Recreation Technician

Department: Recreation

Grade: Rec - III

Date: February 11, 2003

GENERAL PURPOSE

Performs a variety of skilled and unskilled tasks in the inspection and maintenance of the City's parks, recreational facilities and buildings; Plans, organizes, coordinates and supervises a community recreation and activity programs for seniors, adults, and/or youth, including but not limited to football, baseball, soft-ball, basketball, soccer, tennis and other physical activities, special interest classes and summer programs.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Assists in the administration and supervision of recreation programs, providing moderate supervision to staff workers, seasonal employees and volunteers from time to time or as instructed by the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the management of assigned activities and tasks to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short / long range plans; gathers, interprets, and prepares data for studies, reports and makes recommendations; coordinates limited department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public in coordination with the Director.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed timely and within budgetary constraints, and in accordance with city/department policy.

Determines work procedures, prepares work schedules, and expedites workflow; studies and

standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists in the development and implementation of community recreation programs.

Facilitates classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs as instructed.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the Recreation Center.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the scheduling of activities to include but not limited to game schedules, practice schedules, and field assignments.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other City departments, and the general public.

Ability to work flexible hours as needed to ensure proper oversight is provided during recreational events and to direct corrective action and/or emergency action if needed.

Ability to communicate both orally and in writing with the general public, coaches, umpires/referees, players in a professional manner.

All other work as may be directed.

PERIPHERAL DUTIES

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducts routine maintenance on facilities and equipment, performs mowing, and other field maintenance as instructed by the Director to ensure that all playing surfaces are in a safe condition at all times.

Schedule games and umpires/referees and practice times as well as field or court assignments in coordination with the Director.

Assists the Director in scheduling and running various tournaments throughout the year.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited High School or GED

(B) Two years recreation experience to include extensive knowledge in ground maintenance and repair.

(C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment; and

(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Valid Georgia State driver's license or ability to obtain one.

Annual Certification and/or refresher training in Basic First Aid and CPR

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; motor vehicles, tractors, mowers, weed-eaters, edger, small tools associated and used in ground maintenance and construction.

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

The 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.

Approval:



Supervisor

Approval:



Appointing Authority

Effective Date: 02/11/2003

Revision History:

Revised: 01/30/2014

Revised: 07/16/2018

Revised: 08/12/2019