

# City of Cordova Position Job Description

## Recreation Program Planner

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SUPERVISOR: PARKS & RECREATION DIRECTOR

CLASSIFICATION: FULLTIME, HOURLY, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT

SALARY: \$19.57 - \$26.72, DOE

HOURS: M-F 0800-1700; OCCASIONAL EVENINGS AND WEEKENDS AS SCHEDULED

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### SUMMARY

Performs moderately complex work in support of needs-based and mission-appropriate activities for the community under the guidance and supervision of the Parks and Recreation Director.

### GENERAL STATEMENT OF DUTIES

The Program Planner coordinates recreation programs, services, facilities and/or events. Coordination includes identifying appropriate programs, recommending staffing levels, promotion and scheduling, quality control, and performance measurement.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researches and recommends programs and activities for all age groups, including but not limited to special activities, recreation classes, aquatic programs, community events, leagues, competitions, camps, facilities, and services; plans and implements approved programs.
- Assists Director with recruiting and hiring staff.
- Assists in the evaluation of seasonal and volunteer staff.
- Researches and recommends contractual program providers.
- Assists in the daily operation of recreation facilities.
- Coordinates with Human Resources to deliver human resources, safety and program-specific staff training.
- Prepares and monitors registration information through the recreation software system; manages attendance records, waitlists, refunds, and program transfers.
- Assists in the creation and implementation of marketing and community outreach for the promotion of department programs and services to participants.
- Develops and updates manuals, brochures, and other promotional and instructional materials.
- Promptly responds to and positively resolves inquiries and complaints.
- Ensures program equipment and supplies adhere to the department quality standards; manages inventory and completes purchasing/ordering processes.
- Recommends and tracks budget revenue and expenditures.

- Provides administrative support for independent contractor agreements with private recreation providers.
- Enforces program, park and facility rules and regulations and complies with safety standards associated with risk management.
- Prepares accurate reports for management review.
- Works openly with internal and external customers, recognizes diverse opinions and needs, and maintains positive working relationships.
- Stays up to date with industry trends through continuous improvement.

#### **MINIMUM QUALIFICATIONS**

- A. Post-secondary degree in related field
- B. Two (2) years' experience in recreation, physical education, or related field
- C. Any combination of education, experience, and training to meet the necessary competencies.
- D. First Aid, CPR & AED Certification, or must obtain within 30 days of hire.

#### **PREFERRED QUALIFICATIONS**

- A. Bachelor's degree in recreation, physical education, or related field
- B. Water Safety Instructor Certification

#### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- Knowledge of recreational programming philosophy, trends, principles, and techniques.
- Ability to create, implement and evaluate programs and events.
- Knowledge of the supplies, equipment, personnel, and organization necessary to conduct a planned recreation program.
- Knowledge of general safety practices and procedures as they relate to the proper conduct of programs and activities.
- Ability to maintain records, make reports and keep informed in the recreation field.
- Ability to develop and manage a budget
- Knowledge and experience in Microsoft Office applications. Knowledge of Gym Assistant Software preferred.
- Knowledge of basic marketing tactics
- Knowledge of a variety of recreation activities suitable for participants of all ages and abilities.
- Ability to lead and instruct participants of all ages and abilities in a variety of recreation activities.
- Knowledge of the aquatic recreation field.
- Ability to effectively manage a team of support staff and instructors.
- Ability to understand, follow and give written and oral instructions.

## **LEGAL REQUIREMENTS**

As a condition of employment, this position is may be subject to a background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

## **WORKING CONDITIONS**

While performing the duties of this job, the employee works indoors in an office environment but is occasionally exposed to outside weather conditions. The employee occasionally works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office or moderately noisy when lead a program.

## **PHYSICAL DEMANDS OF POSITION**

While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to handle or operate objects or use tools, such as a computer 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 objects up to 25 pounds.

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To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.