Job Title: Recreation & Aquatics Programmer

Department: Parks and Recreation

Immediate

Supervisor: Recreation and Aquatics Coordinator

Origination Date:	11/18/2003
Revision Date:	07/01/2012
Job Grade	805
FLSA Status	Non-exempt

BRIEF DESCRIPTION OF THE JOB:

This position assists in the coordination, promotion, implementation and evaluation of recreational activities in a specialty program area such as special events, senior citizen services, instructional classes, youth and adult sports, youth and teen programs and aquatics. Duties also include assisting with managing the pool, community center, ramada reservations and updating the website. Oversees part-time and seasonal staff and monitors recreation facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Researches new programs, creates flyers, contacts vendors, and orders and picks up supplies.
2	L	Assists in recruiting, overseeing and training the part-time and seasonal aquatic and recreation staff; directs various staff members by conducting meetings, and assigning and monitoring work; assists staff with duties when necessary.
3	S	Assists in managing aquatic and recreation programs; performs administrative duties by attending and conducting meetings.

JOB REQUIREMENTS:

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Formal Education/ Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License, CPR and First-Aid certifications.
Reading	Work requires the ability to read staff reports, memorandums, letters, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write reports, letters, registration forms and flyers, and accident and incident forms.
Managerial	Semi-Complex - Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Policy/Decision Making	Significant - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - Interactions may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	 ☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☒ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☐ To other departments/offices ☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N □ R □ O ⊠ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N □ R □ O ⊠ F □ C	☐ Driving ☐ Operating heavy equipment ☐ Operating Dictaphone
Carrying	□ N □ R □ O ⊠ F □ C	☑ Supplies☑ Equipment☑ Files	Balancing	□ N ⊠ R □ O □ F □ C	☑ On ladders☐ On equipment☑ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R ☑ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R □ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	⊠ Paperwork ⊠ Monies	Hearing	□ N □ R □ O □ F 図 C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ☑ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	<u>4)</u>								
,	,	A:Ja.							
Machines, Tools, Equipment Telephone, fax, laminator, calculator, co			Work	man fiel	d dragger Pa	\ sounc	l system mov	ie scree	on.
Cell phone, rake, shovel, hammer, dollie	-					1 South	i system, mov	ic scice	, , , , , , , , , , , , , , , , , , ,
Cen phone, take, shover, nammer, dome	es, chair ille, ci	iaikiiig iliaciiiii	e, and	neiu pan	itei.				
Computer Equipment and S	oftware:								
Computer, printer, scanner, related softv	vare, Active Ne	t Recreation So	oftware	, Navilin	e, Lotus Note	es, and	Tournament E	Builder	Software.
Environmental Eastons									
Environmental Factors: Environmental Condition	an c	Never	Sono	sonally	Several T	imac	Several Ti	mas	Daily
Environmental Conditio	ons	Nevel	Seas	sonany	Per Moi		Per Wee		Daily
Extreme temperature					_ 31 1.101		_ 32 ,, 00	-	
(heat, cold, extreme temp. changes fr	om outside			\boxtimes					
work)									
Wetness and/or humidity (bodily discomfort from moisture)				\times					
Respiratory hazards				_					
(fumes, gases, chemicals, dust and di	rt)				X				
Noise and vibration		\boxtimes							
(sufficient to cause hearing loss) Physical hazards									
(high voltage, dangerous machinery,	aggressive	\boxtimes							
prisoners, patients – <u>not customers</u>)									
Health and Safety Condition	ıs:								
Health and Safety Conditions	N = Never	R = Rarel	y	O = Oc	casionally	F = 1	Frequently	C =	Constantly
	Never	Less than	1		more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek	the	time	of	the time	t	he time
Mechanical hazards		×							
Chemical hazards					<u> </u>				<u> </u>
Electrical hazards	X				<u> </u>				<u> </u>
Fire hazards Explosives	X								
Communicable diseases									
Physical danger or abuse	X								
Other (specify)									
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify) Protective Equipment Requi									
Safety vest, sunscreen									

Job Demands

Overall Strength Demands:

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations		×		
Frequent Change of Tasks		×		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously		×		
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work				×
Noisy/Distracting Environment			×	
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Signature of Supervisor	Date
Signature of Department Director	Date
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.