



City of Saco, Maine

Parks & Recreation Department

300 Main Street
Saco, ME 04072

Telephone: (207) 283-3139
E-mail: parksandrecjobs@sacomaine.org

Come join The Saco Parks & Recreation Department developing, coordinating, and leading a variety of fun and exciting recreation programs, activities, and special events. This is a leadership position within the department's recreation division working directly with the Program Director. If you are passionate about your work, then apply today, to become a member of a team committed to making a difference in the community in which we live. Please visit http://www.jobsinme.com/seek/coprofiledetail.aspx?co_num=55206 for an application and more detailed information.

POSITION DESCRIPTION

Class Title: Parks & Recreation Programmer

FLSA: Non-Exempt

Date: March 2, 2011

Rate: \$17.87

Parks & Recreation Programmer **(Recreation Division)**

GENERAL

This full time year round position is responsible for the development, coordination, leading, and evaluating a variety of recreation activities, special events, and programs. Incumbent is responsible for assisting the Program Director with the designing, organizing, implementing and supervising a wide variety of programs and activities.

SUPERVISION RECEIVED

Incumbent works under the general supervision of the Parks and Recreation Program Director. The incumbent plans and carries out daily work with a degree of independence. The incumbent is expected to exercise independent judgment in performing his/her job in compliance with established protocols and standard practices.

ESSENTIAL DUTIES & RESPONSIBILITIES

Recreation Duties

1. Ability to supervise staff, volunteers, and/ or participants in various work settings.
2. Responsible for developing, coordinating, leading and the daily operations of assigned programs.
3. Plans, organizes, leads, and conducts diversified recreation activities.
4. Recruits volunteers for various programs and assists in the training of volunteers and seasonal staff.
5. Works with Athletic Directors, coaches, school staff, local sports groups and other P&R Departments to develop and coordinate programs, activities, and clinics.
6. Ability to work alone and be self-motivated.
7. Provide own vehicle, when necessary to get to programs when City vehicle is not available. The City will provide mileage, when personal vehicle is used.
8. The work schedule for this position is a non-standard work week with a flexible schedule to include weekends, evening and night hours, and split shift scheduling. Overtime is paid after 40 hours.

Office Duties

1. Maintains records of programs and equipment and creates program specific reports and curriculums.
2. Works with and serves on various city committees.
3. May assist in the daily maintenance and cleaning of parks, facilities, and equipment.
4. Operates a computer and software associated with the efficient operation of the department and updates the Departments Websites.
5. Conducts program registrations, which includes taking in fees, giving out information for programs and keeping accurate records.



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MANDATORY MINIMUM QUALIFICATIONS

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

1. College level courses in general parks and recreation or equivalent experience.
2. A minimum of five years experience in the Parks & Recreation field.
3. A minimum of three years experience in the development and coordination of recreation programs with supervisory responsibilities of staff and volunteers.
4. Valid Maine driver's license; must be able to obtain a Class B with passenger and air brake endorsement within 1 year.
5. Knowledge of the objectives and principles of public parks and recreation.
6. Ability to communicate both orally and in writing with staff, participants, children, and the general public.
7. Considerable Knowledge on the usage, manipulation, and development of electronic documents in Microsoft Office Word, Excel, Outlook, and Publisher.
8. Ability to carry out assigned projects efficiently and to their completion.
9. Ability to adapt to constant change. Needs to be able to switch gears from adult programs to youth programs to parks work. Must be flexible especially when the schedule changes because of cancellations.
10. Follow all departmental Standard Operating Procedures (SOP's) accurately and effectively.
11. Basic knowledge of landscape, ball fields, playgrounds and general maintenance principles. Possesses working knowledge to be able to operate Parks & Recreation equipment.
12. Basic first aid and CPR certification with EPI Pen and Asthma Inhaler endorsements: must be able to obtain within 6 months.

EDUCATION

Applicant must possess a high school diploma or equivalent. A two-year degree in parks and recreation, physical education or equivalent experience in recreation programs, teaching or coaching is desired.

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 regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and/or move up to 60lbs. Requires full range of body motion, to include bending at waist and full use of all extremities and back muscles. Requires excellent levels of equilibrium when positioned on slippery or wet surfaces. Possess accurate depth perception, as well as near/far vision of 20/40, uncorrected or corrected and the ability to distinguish colors. Ability to hear within three feet and on the telephone. Possess fine motor dexterity in both hands.

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. The incumbent works in a variety of settings and is frequently around children of all ages, characterized by moderate to extremely noisy when recreation activities are taking place or while running equipment.

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. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.