


<b>Title: Program Specialist</b>	
<b>Department: Parks and Recreation</b>	
<b>Status: Non-Exempt</b>	

### **Summary Objective**

The purpose of this position is to plan, organize, and supervise a variety of programs and activities offered by the Parks and Recreation Department.

### **Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Develops programs; maintains facilities; plans, directs, and participates in programs and activities; prepares, stores, and issues materials; prepares and maintains appropriate records. Inventories equipment.
- Develops and implements programs to meet the need of a diverse community, with emphasis on youth programs. Maintains the City Manager's electronic calendar; schedules and coordinates appointments and conferences; sees that the Manager is fully briefed regarding issues to be considered and that appropriate City staff are included in meetings.
- Assists Athletic Program Specialist in developing and implementing programs.
- Plans and supervises programs for all age groups.
- Provides direct assistance to the Southeastern Tidewater Opportunity Project in the conduct of appropriate activities.
- Reviews work in terms of meeting program plans, achieving results, and the condition of facilities.
- Makes oral presentations to community organizations and other groups as requested.
- Works with community groups and individuals in the determination of recreation and athletic program needs and in establishing programs to meet those needs.
- Maintains a broad knowledge of City functions and programs and an unusual awareness of sensitive issues.
- Maintains records and logs of activities and incidents pertaining to recreation programs; prepares periodic reports.
- Develops, implements, and coordinates new recreation programs throughout the city; reviews and evaluates new and existing programs to assure that quality standards are met and that revenues are sufficient.

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- Assists with designing and preparing news releases to promote activities, programs, and special events.
- Performs day-to-day community center operations, including set-ups, teardowns, and the development of center programs and activities.
- Develops summer programs; assists in the recruitment, hiring, and training of part-time staff for summer programs, including camps, recreation programs, and pool operations.
- Maintains swimming pool system; prepares pools for season opening; winterizes pool; provides daily water balancing; orders supplies.
- Performs related work as assigned.

## **Knowledge, Skills and Abilities**

- Proven ability to plan, organize, and manage recreational programs and activities across various age groups.
- Strong verbal and written communication skills, including public speaking and presenting to diverse audiences.
- Proficiency in computer applications for administrative tasks, program coordination, and promotional activities.
- Solid understanding of first aid practices and techniques to ensure participant safety.
- Effective conflict resolution and problem-solving skills to address challenges and maintain a positive environment.

## **Minimum Education and Experience Requirements:**

- Bachelor's degree in Recreation, Sports Management, Public Administration, or a related field.
- One to two (1 to 2) years of experience in recreation program development, community engagement, or a similar role, or an equivalent combination of education and experience.

## **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Capability to work in both indoor and outdoor environments with occasional physical activities, including lifting light objects.

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### **Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None

### **Special Certifications and Licenses:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.

### **Americans with Disabilities Act Compliance**

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Standard Clauses**

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

### **Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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