

Town of Avon

Title: Recreation Program Specialist
Department: Recreation & Parks
Salary Range: 6

Position Definition: Performs professional duties under general supervision from the Recreation and Parks Director in the planning, developing, coordinating, administering, and supervising comprehensive recreation programs that implement the Town's Recreation goals and objectives. Performs secretarial and clerical administrative work of a responsible nature; assists in office organization and coordination of recreation programs, sports leagues; and assists in budgets.

Supervision Received: Receives general direction from the Recreation Director, who outlines policies, assigns duties and reviews work for conformance with standards; performs regular duties on own initiative, exercising a high degree of judgment and tact, and reports to the Recreation Director upon completion of assignments.

Supervision Exercised:

Provides supervision to instructors, volunteers, seasonal staff, coaches and volunteers as assigned.

Essential Job Functions:

Responsible for planning, organizing, developing, scheduling and evaluating programs, lessons, leagues and events by coordinating everything involved in successful delivery of these services.

Must be able to work a flexible schedule including evenings and weekends as required to support programs. The schedule may fluctuate based on assignments and seasonal demands.

Reviews program proposals and works with potential instructors to assure successful program outcomes.

Prepares and administers individual program budgets as appropriate; monitors expenditures, closeout budgets and reports for camps, programs, leagues, lessons.

Monitors ongoing enrollments, wait lists and rosters to assure minimum and maximum participation goals.

Develops and maintains positive relationships within the community and the Farmington Valley for shared resources, partnerships, collaboration and networking.

Directs, supervises and leads recreation programs at numerous locations through program staff.

Monitors, observes and evaluates programs and to assure a safe and pleasant environment for participants and staff.

Assists with ordering, storing, distributing, inventorying and controlling supplies and equipment.

Assists in recruiting, interviewing, evaluating, and training staff, instructors, coaches and volunteers.

Works with Special Needs Coordinator to assure reasonable accommodations are provided as needed.

Provides clerical support, and office coverage, customer service in person, on the phone and by email.

Contributes to the production of program brochures and promotional materials within established deadlines. Updates program information on websites, social media, calendars, in registration software and reservations, with emphasis on accuracy and consistency across all platforms.

Minimum Qualifications Required: Graduation from a recognized college or university with a Bachelor's degree in Recreation or a related field plus one (1) year of experience in recreation or an Associate's degree in Recreation or a related field plus two years experience in directing recreation programs or any equivalent combination of training and experience which provide the demonstrated ability to perform the duties of the position. Must possess a valid driver's license, a vehicle and have a cell phone.

Knowledge, Skills, and Abilities: Knowledge of the purpose and goals of public recreation, knowledge of recreation activity areas involving sports, games, outdoor recreation, dance, music, art, drama, special events and aquatics; knowledge of facilities and equipment and the handling and operation for the same; ability to instruct and lead groups; skill in communications and public relations; ability to establish and maintain effective working relationships with superiors, subordinates and public. Knowledge and understanding of program budgeting, and revenue generation. Ability to assist with and understand the department's complex budgeting process. Ability to make difficult decisions independently. Attention to detail necessary with ability to assure consistent communication across several platforms.

Physical, Mental Exertion/Environmental Conditions: 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. Work is performed mostly in indoor settings. Some outdoor work is required. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job the employee is frequently required to sit; stand; talk; hear; walk/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; and smell.

Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment: The work 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 occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. May be required to perform custodial duties, such as set up and tear down of tables and chairs, sports equipment, or projection equipment.

Must be able to concentrate on fine detail with some interruption. Must be able to remember and follow through on task/assignment given to self and others over long periods of time. Must be able to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise independent judgment.

The noise level in the work environment is usually quiet to moderate.

License or Certificate: Valid Driver's License.

Note: The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.