

**CITY OF WINTER GARDEN**  
**Classification Description**

**Job Code: 708**  
Pay Level: 106

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<b>CLASSIFICATION TITLE:</b>	<b>Recreation Program Specialist (Senior Citizen, Wellness and Therapeutic Programs)</b>	<b>FLSA Status: N</b>
<b>DEPARTMENT:</b>	<b>Parks and Recreation</b>	<b>Union Status: N/A</b>

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**WORK OBJECTIVE**

Provide leadership and assistance in the development, organization, promotion, and supervision of recreation programs and special events. Position may specialize in providing services to a certain segment of the population or within a certain area of expertise in the field of recreation and leisure services. Position works under the direct supervision of the Recreation Supervisor.

**ESSENTIAL FUNCTIONS**

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Provide information regarding departmental and other city services to the general public and patrons in a professional and courteous manner.
- Assist in the preparation, scheduling and supervision of recreation programs, activities, facility rentals and special events.
- Effectively interact with and lead customers of all ages in recreation programs that could vary from instructional programs to trips, athletic activities, swimming programs, fitness activities, special events or other leisure activities.
- Keep abreast of current trends, trade publications and community needs to develop and implement programs that enhance the quality of life of the citizens of Winter Garden.
- Create high-quality publications (flyers, newsletters, press releases, news articles, announcements and emails) for programs and activities to be distributed to the general public.
- Communicate, both verbally and written, with community organizations and the general public regarding recreation programs and activities.
- Perform light custodial duties; set up and break down of equipment and facilities, maintain cleanliness of equipment and facilities.
- Maintain accurate records or reports relating to finances, attendance, inventories, or other information necessary to support departmental functions.
- Supervise volunteers, part-time and/or contractual employees in the delivery of recreation programs or special events.
- Utilize a great deal of independence in creating and implementing recreation programs, activities and special events.
- Assist with office duties where needed including, but not limited to, answering phones, taking program registrations, assisting visitors, cash handling, etc.
- Complete other duties as assigned by the Recreation Supervisor that help to further program development, promotion and implementation.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited university in Parks and Recreation, Leisure Studies, Physical Education, Public Relations or a related Field; or an associate's degree combined with professional experience with an agency whose primary purpose is the provision of recreation services; or an equivalent combination of training and experience with an agency or department whose primary purpose is the provision of recreation services. Position may be required to obtain or possess certain certifications as deemed necessary by the Recreation Supervisor.

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Position requires CPR and AED certification or must be willing to obtain within 6 months of hire date.

Position requires frequent driving and possession of a valid Florida Class "E" Drivers License.

CTRS certified applicants are preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of common practices of a municipal recreation department and the general steps in the development of a recreation program from start to finish.

Ability to maintain independent organization and implementation of recreation programs, activities and special events.

Skilled in the use of personal computers and software applications such as Microsoft Word and Excel; must learn and become highly skilled in use of RecTrac software.

Ability to effectively communicate, in writing and verbally, with staff, volunteers and visitors in a courteous and professional manner.

Ability to interpret and enforce rules and regulations of the Parks and Recreation Department in a uniform, consistent and tactful manner.

Ability to handle complaints, emergencies, stressful situations and large groups of people.

Regular and predictable attendance.

Ability to work a flexible schedule, including evenings, weekends and holidays.

Ability to drive a 15 passenger van and other large city vehicles necessary to facilitate duties of the Parks and Recreation Department.

Ability to utilize certain hand tools and light power tools.

**PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, running, swimming, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 40 pounds). Prolonged exposure to heat, cold, high humidity, sun, rain and inclement weather.

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The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Name (Print)

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H.R. Representative/Supervisor's Name (Print)

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Employee Signature

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H.R. Representative/Supervisor's Signature

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Date

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Date