

## Recreation Specialist

**AGENCY: Edenton-Chowan Recreation Department**

**Number of Positions of Classification: 1**

**Assigned Salary Grade: \_\_\_\_\_ Exempt Non-Exempt**

**I. PURPOSE/ORGANIZATION:**

**A. PRIMARY PURPOSE OF ORGANIZATION:**

The mission of the Edenton-Chowan Recreation Department is to provide quality recreational and leisure activities for all citizens of Chowan County through a variety of opportunities and experiences for exercise, competition and social interaction in a positive, fun and safe environment.

**B. PRIMARY PURPOSE OF THIS POSITION:**

The primary purpose of the Recreation Specialist is to plan, coordinate, supervise and lead youth programming, including athletic and summer activities within the Edenton-Chowan Recreation Department.

This position has the direct responsibility for overseeing the day-to-day operation and management of the overall athletic program as well as assisting in the overall goals, objectives and operation of the entire Department. This position is responsible for:

- Recruiting, securing and scheduling all necessary personnel to operate a comprehensive athletic program including coaches, referees, umpires, scorekeepers, facility supervisors and event staff.
- Planning, programming and implementing a diversified athletic program involving participants of all ages and interests.
- Performing all aspects of organizing team and individual sports including player drafts, instructional clinics, league scheduling, tournament play and All-Star participation.
- Assist in planning and implementing of additional activities, classes and special events for the community.

- Ordering and maintaining all necessary equipment and supplies for the operation of all athletic events including uniforms, trophies and game equipment.
- Overseeing the operation of concession sales at all facilities including ordering supplies, stocking inventory, scheduling workers and setting prices.
- Budgetary monitoring of the athletic budget as well as setting priorities of available funds and future needs.
- Supervising facilities and activities where needed.
- Supervising part-time and seasonal workers to insure field conditions and game-day preparations are ready.
- Promoting good public relations with all users, participants and visitors.
- Providing documentation and monitoring daily and monthly participation and use of facility and programs.

This position will be considered part of the management team of the Edenton-Chowan Recreation Department and will represent the organization in a variety of levels.

### **C. WORK SCHEDULE**

This position will work a flexible schedule splitting time between planning and supervising activities. Due to extended hours of operation and activity schedule of the Recreation Department, the employee should expect to regularly work some evening and weekend hours.

## **II. DESCRIPTION OF DUTIES/JOB CHARACTERISTICS**

### **A. DESCRIPTION OF DUTIES/RESPONSIBILITIES:**

The following is a breakdown of basic duties and responsibilities with an estimated percentage of time assigned to each duty. These duties represent a general framework in which specific functions will exist.

1. **Supervising/Directing (50%)** – This position will provide ongoing supervision and management of the overall athletic program. This position will be responsible for assigning all necessary personnel including part-time workers, officials, scorekeepers, supervisors and volunteers for the effective operation of all athletic activities. This position will provide appropriate training, set performance expectations and implement disciplinary actions for all assigned personnel. This position will be responsible for securing all coaches and instructors necessary to provide safe and appropriate leadership to all team sports. This position will develop, monitor and evaluate all policies and procedures that will look to improve overall efficiency and operation of the Department.
2. **Planning (30%)** – This position will assess the needs and requests of the citizens in the county and plan appropriate programs, activities and services to fulfill those needs. Planning will also involve working with other Department Staff in countywide programs, summer activities and special events. The planning process will include setting goals, identifying barriers and providing solutions, securing sponsorships for team sports, coordinating and scheduling of facilities and activities to eliminate conflicts and effective evaluation procedures.
3. **Community and Public Relations (10%)** – This position will work closely with community partners and citizens to develop solid resources for athletic programming. This position will coordinate with the schools and other community organizations for use of facilities, coaches and instructors. The Recreation Specialist will look to provide and promote a positive reputation in the county for the Department's image and programs. This position will serve on a variety of committees and events on behalf of the Edenton-Chowan Recreation Department.
4. **Maintenance (10%)** – This position will participate in the overall maintenance of facilities and ballfields including mowing, dragging and lining, painting, cleaning and repairing necessary items when necessary.

## **B. OTHER POSITION CHARACTERISTICS**

1. **Accuracy Required in Work** – This position requires a high degree of accuracy in all levels of service. This position provides leadership, supervision and coordination of all Recreation Department Services. This position must be accurate in all reports, budget monitoring, assigning work schedules and assuring facility and participant safety.

2. **Work Environment and Conditions** – This position will work in the main office of the Edenton-Chowan Recreation Department. This position will have a private office for conducting daily duties and responsibilities. A high degree of working with the public will be expected. Dealing with participants, coaches and/or parents that, at times, may present difficulties and challenges is realistic. This position will be required to employ problem solving skills as well as dealing professionally with difficult individuals.
3. **Machines/Tools/Materials Used** – This position will use a personal computer to complete many tasks, including submitting reports, setting work schedules, publicity and promotions and email. Basic office equipment such as copiers, fax machines, calculators, laminating machines and phone systems may also be used.
4. **Physical Effort** – This position will require certain physical capabilities such as lifting, climbing and standing for long periods of time often under adverse conditions. This position will be in the community on a regular basis, so travel to and from meetings and activities will be expected. Also, travel outside the county may occur as meetings, activities and trainings may require attendance by this position.
5. **Supervision of Employee** – This position will be directly supervised by the Director of the Edenton-Chowan Recreation Department.

### **III. KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIREMENTS**

#### **A. KNOWLEDGE/SKILLS/ABILITIES:**

This position requires thorough knowledge of basic recreational principles, techniques and practices and their applications of planning, promoting and implementing all programs and activities associated with running a countywide public department. This position requires extensive knowledge of organizing, directing and supervising a wide variety of sports and athletic programs for both youth and adult ages. Knowledge of current recreational issues and future trends is required. This position requires a knowledge of basic computer software including, MS Word, MS Excel, MS Publisher and Outlook Express. General knowledge of budgeting, purchasing and media relations is required.

This position requires a great number of skills, including but not limited to: planning; leadership; supervision; problem solving; goal setting; public relations; creativity; program planning and evaluation and personnel training.

This position requires a great number of abilities, including but not limited to: the ability to effectively organize and manage a variety of sports leagues and teams; the ability to effectively work with both subordinates and participants in a professional and courteous manner; the ability to express ideas clearly, both verbally and in writing; the ability to supervise, train and instruct other employees and volunteers; the ability to network with community partners, schools and citizens; the ability to set short and long range goals; the ability to accept criticism and the ability to multi-task.

#### **B. REQUIRED MINIMUM TRAINING/EXPERIENCE**

Bachelor's Degree from an accredited College or University in Recreation Administration, Sports Management, Leisure Services, Physical Education or a closely-related field and 2-3 years in a recreational setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

#### **IV. CERTIFICATION/LICENSE**

Valid NC Driver's License is required. First Aid and CPR Certification is preferred.