

**FAIRFIELD COUNTY, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: Program Specialist
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF JOB

Under limited supervision, performs professional work managing a variety of recreational, fitness, and special events programs for the County Parks and Recreation Department. Work involves planning, developing, implementing, and supervising special events and fitness programs for infants, children, teenagers, adults, and senior citizens; recruiting and training staff, contractors, and volunteers; and prepares and maintains annual budget. Strong marketing skills are required to promote programs through fliers, news releases, and public speaking at civic, political, and social group meetings. Employee must exercise initiative and independent judgment in properly coordinating recreational programs. Employee must also exercise tact and courtesy in frequent contact with program participants, employees and volunteers. Reports to the Director of Parks and Recreation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Directs, coordinates, plans and supervises County-sponsored recreational programs and events for youths and adults, arranges, schedules and secures necessary instructional and supervisory personnel to carry out such programs.

Supervises department personnel which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising performance, recommending promotions, discipline, termination and salary increases.

Instructs and supervises employees and volunteers in such activities as games, dances, hikes, arts and crafts, athletic programs, and a wide variety of other recreational, social activities; coordinates and oversees summer programs and activities. Up keeping/entering registration.

Recruits, trains and supervises volunteers, and instructors.

Promotes programs and events, and solicits donations or sponsorships, through contact with various media and personal appearances before civic and business groups; prepares press releases, fliers, posters, etc. for promotional activities.

Works with community groups and individuals in determining recreational needs and interests of the youth and adult community and establishing programs to meet such needs.

Prepares special reports, grant proposals and manuals.

Prepares, maintains and administers Special Events budget.
Maintains inventory of supplies and equipment necessary for operation of recreational programs;

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MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in recreation, physical education or a related field, and 2 to 3 year of experience in recreation work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including common office equipment such as typewriters, copiers, calculators, etc.; and hand tools such as hammers, screwdrivers, shovels and rakes. Must be able to exert up to 50 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants; and receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, letters and memos, forms, etc. Requires the ability to prepare correspondence, reports, forms, news releases, statistics, work orders, payment vouchers, payroll forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment and various hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and

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hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone and two-way radio.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Center Program Specialist. Has considerable knowledge of the facilities, materials and equipment utilized in recreational programs, special events, and related specialties. Has considerable knowledge of a wide variety of recreation interests and activities for adults and all age groups in the community. Has considerable knowledge of various recreation facilities and their uses and maintenance requirements. Has considerable knowledge of the philosophy and objectives of public recreation. Has general knowledge of the principles of supervision, organization and administration. Has general knowledge of the requirements, policies and procedures of various media outlets necessary for promotional activities. Has general knowledge of the current literature, trends, and developments in the field of recreation program administration. Is skilled in training, coaching and counseling participants and officials. Is able to perceive, plan, promote, organize and coordinate group social events, recreational programs and events for adults and all age groups. Is able to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs. Is able to maintain routine administrative reports and records. Is able to plan and supervise the activities required to execute assigned recreational programs. Is able to assign, direct and supervise the work of subordinate recreation personnel. Is able to compose effective correspondence. Is able to make oral presentations before large groups of people. Is able to communicate and establish rapport, understanding and confidence with program participants and the general public. Is able to exercise of independent judgment in the application of program and game rules and procedures. Is able to exercise considerable tact and courtesy in frequent contact with the public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts within department and division, and with co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Accepts responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and

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prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the department.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the department and project a good departmental image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, supervisors, program participants, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Strives to see that the standards are not violated; if standards are violated, administers proper corrective action. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the division and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives. Organizes, arranges and allocates manpower, financial and

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other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with other department officials and management to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department. Directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

Controlling: Provides a work environment, which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Strives to have a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet division goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the division. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division and the department. Employs imagination and creativity in the application of duties and responsibilities. Is open to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the division, department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews division policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between

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operating policies and practices and department morale and performance. Strives to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.