

Town of Conway  
Recreation Programmer  
Job Description

**SUMMARY**

The Recreation Programmer will be under the direct supervision of the Parks and Recreation Director. The Recreation Programmer is responsible for delivery of all recreation, leisure, sports Programs and activities in order to provide and encourage and promote a healthy lifestyle for all community residents.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Plans, organizes, and implements programs and specialized recreation activities, including after school programs, arts & crafts, athletic leagues, tournaments, fitness programs, clinics, dances, teen center supervision, summer camp, etc.
- Assists Recreation Director, Asst. Director and Teen Coordinator in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- Supervise and assist with senior citizen programs.
- Serves as liaison to the general public in responding to inquiries, problems and complaints; provides technical assistance and direction to instructors, coaches, referees and others in conducting programs and events; explains policies and procedures to participants and volunteers.
- Help recruit and coordinate volunteers from the community. Train and supervise coaches.
- Assist Teen Coordinator in all aspects of the Teen Center. Supervise teens and organize and conduct teen related programs including trips. Go weekly into middle school and elementary schools to network with the teen center age group during lunch.
- Must have knowledge in youth and adult sports leagues and tournament scheduling. Must understand and enforce rules of play for youth and adult sports.
- Ensures the safety of all program, activity and event participants and providers by following town policies and procedures.
- Monitors recreation facilities to ensure security, proper working order of equipment, cleanliness of area and other potential maintenance hazards.
- Conduct and attend a variety of training seminars, staff meetings, coaching clinics, and community meetings.
- Assist Assistant Director with public relation duties such as preparing and distributing flyers, press releases, and brochures.
- Supervise adult programs at Conway Rec. facility and at other various town parks.

- Help promote recreation programs through Valley Vision TV
- Ability to work unsupervised
- Ability to understand, follow and carry out oral and written instructions.
- Ability to maintain strict confidentiality as it relates to records or sensitive information involving children.
- May open and close the operations of all recreation facilities.
- Monitor condition of recreation facilities, courts, ballfields, and other facilities; documents and reports needed maintenance repairs.
- May require the ability to help with field maintenance, lining ballfields, set up and take down of seasonal sports equipment and operate gator tractor.
- Will spend 70% of his/her time outdoors in all kinds of weather. 30% of his or her time will be spent indoors running and supervising recreation programs.
- Ability to umpire/referee any youth sporting event run by the Recreation Department.
- Must pass a criminal background screening.
- Maintains inventory of supplies and equipment; requisitions supplies and equipment as necessary.
- Greets visitors to the office and recreational facilities.
- Performs related duties as assigned by the Recreation Director, Assistant Director or Teen Coordinator as it relates to teen activities.

#### **ADDITIONAL EXAMPLES OF WORK PERFORM**

- Performs various clerical, custodial, and courier duties in organizing and setting up events and programs.
- May provide on-site supervision at events and programs; may referee games as needed.

#### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of the scope and goals of the Town's recreational programs.
- Knowledge of principles involved in recreational programming and project planning.
- Knowledge of sports, recreational activities and the arts.
- Knowledge of occupational hazards and safety precautions.
- Ability to evaluate situations and make decisions.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to work an erratic schedule, weekend and holiday work required.
- Ability to perform a variety of tasks simultaneously or in a rapid succession.
- Ability to concentrate and accomplish tasks despite interruptions.
- Ability to maintain a high level of discipline and morale.
- Ability to complete accurate records and make reports.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Any combination of training and experience equivalent to:

- Graduation from an accredited four year college or university with a major in Parks and Recreation, or related field.
- Recreation management experience and/or training that include planning and conducting programs in parks and recreation and/or athletics.
- Possession of a valid New Hampshire or Maine driver's license.
- Must be able to maintain CPR, First Aid, and AED certifications provided annually by the Town of Conway Parks and Recreation Department.
- Operate a personal computer system using up-to-date software.
- Other combinations of education and experience which meet the minimum requirements may be substituted.

### **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing software, calculator, copy and fax machine, phone, mobile or portable radio, automobile, gator, various sports equipment used in recreation programs.

### **PHYSICAL DEMANDS**

- 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.
- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to 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.
- Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- The employee is occasionally exposed to wet and/or humid conditions, and snow.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.