

SEASONAL RECREATION PROGRAMMER

Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs responsible duties in the organization, planning, and implementation of recreation programs and special events for the general public; provides public assistance; assists in the safety of Park visitors and property; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

- Maintains good relationships with the general public, as well as public and private officials.
- Performs public relations functions, such as giving talks and presentations to a wide variety of groups and organizations.
- Participates in the keeping of Park areas clean and in presentable condition.
- Assists other organizations and groups with the planning, development and organization of recreation programs.
- Conducts, recreation programs at various Park locations.
- Researches, plans, develops and organizes recreation programs at various Park locations.
- Responsible for the preparation and maintenance of necessary reports and records.
- Evaluates and keeps records about programs that have been conducted.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively with the general public, as well as the Park staff.

- Ability to maintain good working relationships with the general public and with other public and private officials in a highly visible posture.
- Ability to understand and carry out complex oral and written directions.
- Ability to maintain good interpersonal relationships.
- Ability to prepare and maintain necessary reports and records.
- Ability to plan, organize and conduct recreation programs.
- Knowledge of recreations programs.
- Ability to use a Windows-based computer

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Two (2) years of park experience or experience in conducting program activities

SPECIAL REQUIREMENTS:

- Requires a valid driver's license.
- Requires working weekends, holidays and irregular hours as scheduled and/or as directed.
- May be required to wear a prescribed work uniform.
- Ability to lift at least 60 pounds.
- Must complete a CPR/First Aid certification course provided by Genesee County or provide proof of current certifications.