

RECREATION PROGRAMS and GRANTS OFFICER

GENERAL STATEMENT OF DUTIES: Performs a variety of professional duties in the planning, development and implementation of a comprehensive recreation program; conducts special recreation events and activities designed to increase and improve usage of Commission facilities; coordinates the activities of FOR-MAR; works under supervision; performs related duties as required.

STATEMENT OF TASKS:

Researches, prepares, and submits grant applications to local, state, and national funding sources;

Monitors grant funds and prepares reports;

Plans, organizes and implements recreational programs, including budgeting and evaluation of activities;

Serves as liaison between the Commission and other Community groups and organizations in the area of recreational programming;

Coordinates the activities of outdoor education programs for FOR-MAR Nature Preserve and Arboretum;

Delivers oral and visual presentations to groups and individuals related to Commission facilities and programs;

Assists in the preparation of information and data used by Commission employees to inform the general public on Commission recreational programs, events and activities;

Assists with the development and delivery of social media communication and marketing efforts;

Prepares necessary reports and records;

Develops joint programming initiatives with local units of government and/or non-profit agencies to meet community-wide needs;

Develops annual goals and evaluates progress in meeting these goals;

Assists in the development and solicitation of public and private partnerships and sponsorships;

May be required to give direction to other Commission employees and/or volunteers.

The statement of tasks above is 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:

Thorough knowledge of recreational programming principles, procedures and techniques;

Ability to plan, organize and implement recreational programs and activities;

Ability to provide direction to other employees in the area of recreational planning and outdoor education;

Ability to make oral presentations to groups;

Ability to communicate effectively in oral and written form;

Ability to maintain good working relationships with employees and the public;
Ability to attend work regularly and work under stressful conditions.

Recreation Programs and Grants Officer

MINIMUM QUALIFICATIONS:

Bachelor's degree and four (4) years of experience in recreational programming, two (2) years of which must be in a leadership capacity.

Special Requirements:

Possession of a valid driver's license

Must be willing to work weekends, holidays and irregular hours;

May be required to wear a prescribed work uniform.


Human Resources Director

Established: February 4, 2013