WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Recreation Programs Specialist **Department:** Recreation Department **Supervised by:** Director of Recreation **Revised Date:** July 1, 2011

Title: Recreation Programs Specialist

Department/Division: Recreation Department/County Administration

Nature of Work:

- Assists in the development, implementation and supervision of recreational programs conducted or sponsored by the County Department of Recreation.

Essential Duties:

- Recreation Programs: Plans, organizes and supervises recreational program activities for all segments, groups and ages of the County.
- After School Programs: Assists in the development and supervision of non-athletic after-school recreation programs.
- Summer Camp: Organizes Summer Day Camp activities and staffing.
- Youth Athletic Programs**:** Schedules practices, games and officials for selected youth athletic programs.
- Promotional Materials: Prepares promotional materials such as brochures, ads, etc. for departmental activities.
- Staffing: Participates in interviews and hiring of seasonal and temporary staff.
- Supplies: Recommends requests for program related supplies and materials.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Recreation Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of recreational programming, both athletic and non-athletic based.
- Work schedule may vary depending on need. Work on nights, weekends and holidays will be required.

- Education and experience equivalent to a 4 year degree from an accredited college with a major in recreation/leisure services or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities needed to perform the job.

Job Location and Conditions:

- Work is performed primarily traveling to various locations in the County and also the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.