

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #13: Recreation Program Leader

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs
WORK LOCATION: Recreation Center **HIRING RANGE:** \$9.25 per hour
DAYS WORKED: Monday – Saturday
TYPE OF POSITION: Seasonal, Part-Time **HOURS WORKED:** Varied
APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

ESSENTIAL DUTIES:

Works under the supervision of the Recreation Manager and Recreation Sports Supervisor.

No supervision is exercised in this position.

Performs a variety of customer service and front desk duties for the Recreation Center.

Assists in the creation and organization of various passive and active recreation programs, classes, and special events.

Provides leadership and supervision to various passive and active recreation programs, classes, and special events.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Supervises the facility and the safety of the participants using the facility.

Receives fees for various recreational activities.

Gives information to the public regarding all adult and youth recreation programs and leagues throughout the year.

Responsible for opening and preparing facility for daily operations.

Responsible for closing and securing the facility at night.
Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes pre-employment testing, post-accident testing, reasonable suspicion testing, return –to-duty testing, and follow-up testing.

Extensive background checks required.

Background in recreation helpful.

Good public relations skills necessary.

Good telephone skills necessary.

Ability to count change and use a cash register.

Knowledge and skills of Microsoft Office products and other computer related functions.

Ability to work varied hours, including weekends and evenings.

Ability to establish and maintain working relationships with co-workers, supervisors, other City personnel, and the public.

Ability to operate tools and equipment listed.

TOOLS AND EQUIPMENT USED:

Personal computer, including Microsoft software; cash register; calculator; copy and fax machine; phone; mobile or portable radio; 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, talk, and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is an indoor office setting. The noise level in the work environment is usually quiet while in the office and moderately loud while performing duties in recreation areas.

AN EQUAL OPPORTUNITY EMPLOYER M/F