



CITY OF PAHOKEE

JOB DESCRIPTION

JOB TITLE: Program Specialist 1/Program Aide

DEPARTMENT: Parks and Recreation

REPORTS TO: Director of Parks and Recreation

SUPERVISES: N/A

FLSA: Hourly

JOB SUMMARY:

Under general supervision from the Director of Parks and Recreation performs professional duties in planning, developing, coordinating, implementing and supervising parks and recreation programs for the City of Pahokee. This position requires the ability to work harmoniously with students, staff, parents and community. May provide supervision, guidance and on the job training for child development associates. Conduct parent conferences.

ESSENTIAL DUTIES:

- Assists Director of Parks & Recreation in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- Coordinate volunteer requests from the community; recruit, train and supervise volunteer coaches and staff.
- Schedule recreation facilities and supervise conditions of facilities.
- Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of the recreation and athletic programs.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage.
- Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation and athletic programs.
- Assist with public relation duties such as preparing and distributing flyers and brochures.
- Maintains accurate attendance records.
- May provide security for the building and grounds. In addition, makes safety checks on the facility and eliminate hazards to ensure complete safety of the patrons.
- May open and close the operations of the recreation facility
- Supervises the collection of fees for the activities.

- Supervises storage, disbursement and inventory of materials and supplies.
- Perform related duties as required.
- All employees may be required to work before, during and / or after a natural or man-made disaster or hurricane.

EDUCATION AND/OR EXPERIENCE:

Minimum Requirements:

- Associates of Arts/Science or higher degree preferred;
- High school graduate or an equivalent certification, including or supplemented by course work in child development, sociology, psychology, education or related fields;
- 4 years experience working directly with the care and the development of children;
- 4 years supervisory experience with recreational activities (i.e. football, basketball, baseball, tract, etc.).
- Valid Driver's License and CDL License "driver's license will be reviewed every 30 days for validity"

Preferred:

- Bachelor's Degree
- Director's Credential obtained within a year of hire.

EXPERIENCE:

General knowledge of the following areas:

1. Maintain Confidentiality
2. 40 hours of the Florida Department of Children and Families (DCF) training certification.
3. Maintain records and reports
4. First Aid and CPR

TOOLS/EQUIPMENT

Computer; MS Word Software; copy and fax machine; phone; mobile or portable radio; various sports equipment used in recreation programs;

PHYSICAL REQUIREMENTS:

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 talk or hear. The employee is occasionally required to stand, walk, and sit. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must occasionally lift and/or move up to 60 pounds.

SAFETY:

All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient and the only acceptable way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:

- Comply with established safe work rules
- Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying full and complete information
- Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions
- Know their exact duties in case of fire or catastrophe
- Use safety equipment provided for personal use in performing daily work assignments
- Only operate equipment trained and authorized to operate
- Provide public protection from unsafe conditions and hazards resulting from municipal work operations
- Participate in special safety activities, as designated, such as Safety Committees, Special Training, etc.

* Denotes essential functions of the job. City of Pahokee promotes an equal employment opportunity work place which includes reasonable accommodation of otherwise qualified disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and requirements for the Program Coordinator position and I certify that I possess the requisite qualifications and skills to perform these functions.

Applicant Signature

Date

Witness

***This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified.