

CITY OF SATELLITE BEACH

JOB DESCRIPTION

JOB TITLE: Recreation Program Specialist

DEPARTMENT: Recreation

GENERAL DESCRIPTION:

Assess the recreational needs of the citizens of Satellite Beach and develop, organize and implement the recreation programs that meet those needs.

ESSENTIAL JOB FUNCTIONS:

1. Assesses the recreational needs of the citizens of Satellite Beach. Determines program feasibility and if warranted, implements program development.
2. Recruits, interviews and supervises instructors and program coordinators.
3. Confirms all aspects of a program to include program location, instructor and student material requirements, registration information, program advertisement and other special arrangements.
4. Oversees the after school and summer program in the city's youth game room.
5. Organizes community special events and activities.
6. Serves as the staff liaison between community organizations and the city, providing assistance and recreation support.
7. Oversees the issuance of press releases, program flyers, city publications and community newspapers for recreation programs and special events.
8. Assists the Recreation Director in budget preparation for the upcoming fiscal year.
9. Assists other recreation personnel with department special events (ie. Samsons Island volunteer Appreciation Banquet, etc).
10. Assists office personnel with receipting customers, reservations for city facilities, answering phone calls and other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Recreation or Leisure Services or related field and/or 3-5 years experience in recreation programming.
- Supervisory skills preferred.
- Skill in public relations.
- Ability to perform several tasks at once.
- Ability to work under pressure and meet deadlines.
- Skill in the operation of a PC and various Microsoft Office programs.
- Ability to establish and maintain effective working relationships with employees and the public.
- Knowledge of the Department and City's policies, procedures and practices.

- Knowledge of office practices and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to work independently.

SPECIAL REQUIREMENTS:

- May be required to work outdoors during inclement weather.
- Work may require some nights and weekends.
- Ability to lift items up to 30 lbs.