

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Recreation Specialist – Year Round – Preschool/Youth & Special Events	Department:	Parks & Recreation – Community Center
Requisition Number:	2020080		
Hours:	Specific hours & days depend on when activities are scheduled. The hours will not total more than 29 hours per week. Monday – Sunday mornings, afternoons, evenings, and holidays depending on schedule of programs & activities.	Rate of Pay:	\$13.5438 per hour
Date Posted Up:	1/9/2020	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

SUMMARY

Working under the direction of the Supervisor IV – Community Center Outreach Services & Preschool/Youth Programs, incumbent plans and carries out a comprehensive recreation program for children 18 months to 14 years of age including afterschool enrichment program, preschool/youth activities and special events for the Parks & Recreation Department Community Center. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Plans, organizes, schedules and holds activities of interest to the Fort Wayne community and surrounding areas utilizing evaluations from past participants and being aware of current trends;
- Leads activities whenever possible before contracting outside leaders;
- Researches and contacts potential activity leaders, supplying them with applications and agreements to lead, as well as contacting them on day after registration deadline date to confirm or cancel the activity;
- Completes Costing Sheets and class write up for each activity and submits to supervisor;
- Supplies leaders with a roster, attendance sheets, contracts for payment, any prearranged supplies or equipment, activity leader and participant evaluations of the activity and supplies key and key card to facility if appropriate;
- Gathers needed materials for activities, either by purchasing or from in – house stock (purchases must stay within the specific program budget and be approved by supervisor prior to purchasing);
- Arranges for facility to hold activities, including submitting a fee waiver form at reservation desk in park office and submitting quarterly program reservations to the Community Center for each time and day a park facility is needed; contacts reservation desk of any changes or cancellation in the activities schedules;
- Submits publicity/marketing information to Parks & Recreation Department Marketing Dept.;
- Co-manages Parks & Recreation Department Community Center’s Facebook page;
- Attends activity to introduce and gather all paperwork (attendance, contracts and evaluations);

- Submits time cards to Supervisor IV – Community Center Outreach Services and Preschool/Youth Programs;
- Keeps program storage and work area clean and organized;
- Turns in monthly reports to supervisor;
- Supervises volunteers and contractual personnel that are involved in Preschool/Youth programs, and afterschool enrichment program;
- Solves problems that may occur in scheduling and holding activities;
- Attends scheduled staff meetings;
- Communicates effectively both orally and in writing;
- Reports irregularities and abnormal conditions at any Park facility that is used for activities;
- Acts as back up or fills in when needed in other program/class areas, performing other duties at Community Center such as answering phones, greeting public, closing/securing building and setting up for programs/classes/activities as needed;

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Incumbent directs the work of leaders, volunteers and programs administered by being responsible for work assignments, checking results, and keeping costs down.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Two years of post high school education or preferably a Bachelors Degree in Recreation, Education (Early Childhood or Elementary), Leisure Studies or related fields;
- Working knowledge of Social Media Platforms (i.e. Facebook) & Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Publisher).

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Excellent organizational and communication skill both orally and in writing;
- Thorough knowledge of principals and methods of program implementation;
- Demonstrates proven leadership and supervisory capabilities;
- General knowledge of working effectively with people in the work place as well as in the public;
- Capable of being resourceful in programming activities for preschool/youth.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Maintains CPR and First Aid certification;
- Maintains a valid Indiana driver's license, if a City vehicle is used.

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 regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and 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.

While performing the duties of this job, the employee works inside and outside. Incumbent is normally seated, standing or walking at will, but on occasion some lifting and setting up recreational equipment is necessary.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.