

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

---

Title: Recreation Program Specialist  
Reports to: Recreation Program Manager  
Position Status: Full-Time or Regular Part-Time  
Payroll Status: Hourly

### **JOB SUMMARY**

The Recreation Program Specialist is responsible for leadership of recreational programs including participant and community relations; supervising volunteers, operations, safety, and overseeing facilities; and for promotion of new programs such as teen, gymnastics, sports or other programs. This is a working specialist position with responsibility for training, instruction, and coaching.

Distinguishing characteristics: Recreation Program Specialist is distinguished from the Recreation Program Coordinator in terms of experience as well as breadth of programs, participants, supervision, budgets, facilities, and other factors, and from Recreation Specialist in terms of their responsibility for program leadership.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Perform planning, scheduling, and administration, in conjunction with supervisory personnel, for new programs, major events, and other activities; lead team and other meetings, and workshops; assist in multiple recreational program coordination.
2. Organize and perform recreational program specialty instruction and leadership duties such as pre-school, beginner, intermediate, and/or advanced team coaching and meets, checking and regulating specialty equipment, and backing up other recreation specialists.
3. Coordinate and provide recreational program plans, and, with boards, committees, or other senior staff, help formulate, implement, administer, and maintain a multi-focused community recreation program for all ages, interests, and genders.
4. Lead, schedule, and monitor staff, volunteers, contract instructors, and other service providers. Train and orient new staff and back up Recreation Coordinators and others.
5. Direct and monitor day-to-day recreation programs, classes, events, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also be responsible for accident investigations, program safety, and ongoing quality assurance.
6. Promote and publicize recreation programs and perform duties such as leading focus groups, video plans and productions, or preparing announcements and promotions.
7. Develop new programs and services and serve as a liaison on behalf of the District to participants, interested persons, recreation resources, and others.
8. Assist in the preparation of budget estimates and advise on status of budgets. Also responsible for equipment and supplies and for assisting on fund raising and grants.
9. Serve as a resource to other staff and attend meetings, as needed.
10. Attend various continuing education meetings, seminars, and workshops.
11. Perform other duties and responsibilities as assigned by supervisor.

## **QUALIFICATIONS**

- Equivalent to one to three years in their recreation specialty area.
- Requires Associates degree in recreation, education, or related training, or equivalent experience and training supplemented with continuing education workshops.
- Requires current certifications necessary for department, such as USA Gymnastics safety certification for gymnastics positions.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, organize, direct, lead, and troubleshoot daily operations, services, and safety of public recreation programs such as gym team, teen center, or other programs.
- Knowledge and physical ability to teach specialized recreational programs.
- Thorough knowledge of recreational services such as aquatics or gymnastics programs with knowledge of program management including program services and facility administration.
- Ability to effectively lead recreational services communications and publicity functions.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Knowledge of and ability to implement trends and practices in recreation services, management, and community needs and interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively manage and, when designated, monitor and lead diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise recreation service program plans and reports using applicable software.

## **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking work environment. Depending on the specific program, work is performed both indoors and outdoors using Park District public or private water or recreational areas. Though most programs operate during the day, a few may meet in the evenings and/or overnight.

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.

- A Recreation Program Specialist must be in good physical condition must be physically able to assist participants and participate in activities.
- Must be able to perform physical requirements of programs at the most rigorous level.
- May experience exposure to extended periods of sun, snow, rain, cold temperatures, wind, water and potentially uneven terrain that may contain trip hazards.

- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift and carry up to 50 pounds.
- Hours will vary depending on the program schedule and may include early morning, weekend and evening shifts.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature