

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Recreation Program Specialist

Full Time - Salary Grade: Local 32 - Class VII

Division: Recreation

Effective Date: 8/16/2018

Prepared by: K. Biase

Approved by: R. Vitale

Position Charter:

Under the direction of the Director of Parks and Visitor Services or his/her designee, performs a wide variety of duties for recreation programs; lake recreation areas; public information, assists with special events; developing and coordinating recreational programs and activities.

Essential Functions:

- Trains MCPC seasonal recreation staff on an ongoing basis in First Aid, CPR, and AED programs, monitoring and addressing recertification requirements.
- Trains the MCPC seasonal lake staff on an ongoing basis in water safety and lifeguarding while monitoring that the staff maintains the proper certifications.
- Assists in the coordination and the operation of the Lake Recreation Areas. Duties include supervision of seasonal staff, evaluating, picking up/processing paperwork, delivering supplies, and filling in for staff as needed.
- Assist with annual budget preparation for the lake areas; order supplies, uniforms, and equipment as needed, monitor program expenditures.
- Assists in the coordination and the operation of the Recreation Areas within the Division's responsibility. Duties include supervision of seasonal staff, scheduling, filling in when necessary, picking up and processing paperwork, and delivering supplies.
- Prepares analytical reports and correspondence related to Park Commission recreational programs and activities.
- Coordinates schedule of various sports use requests, including soccer, softball, kickball, disc golf, lacrosse, volleyball, cross-country and mountain biking, working with other park staff and group representatives from application process through completion.
- Assists in the cash handling and revenue control processing.
- Collects insurance documents from renters for approval.

Other Functions:

- Maintains basic records.
- Assists with various special events as needed.
- Performs tasks, as assigned.

Qualifications:

- Graduation from high school or vocational high school or possession of an Equivalency certificate, or any equivalent education or experience.
- Possession of college degree in Leisure Studies, Recreation or related field is desirable.
- Possession, or the ability to obtain, an approved Waterfront Lifeguarding Certification within 3 months of employment.
- Possession, or the ability to obtain, an approved Lifeguard Instructor Certification within 6 months of employment.
- Possession of a Water Safety Instructor certificate is desirable.
- Experience in a public recreation and park setting is desirable.
- 2 years' experience at a waterfront aquatic facility is preferred.
- Ability to handle cash and control and prove revenue reports.
- Proven customer relations skills in a service environment.
- Outgoing, friendly attitude and ability to be self-directed are also helpful.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products, specifically Excel & Word.
- Ability to comprehend established office routines, rules, and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of attention to detail.
- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Possession of a valid New Jersey Driver's License.
- Flexibility relative to scheduling adjustments. Must be prepared to work holidays, evenings and weekends as needed. Works overtime when necessary to meet the operating needs of the Recreation Department.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.