



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Recreation Technician

JOB – BAND CLASSIFICATION: Recreation

Definition: Under general supervision of the Recreation/Public Grounds Director performs professional duties in planning, developing, coordinating, implementing, and supervising diversified recreational and leisure programs to citizens of all ages and abilities.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

Level I:

- Performs supervisory duties of Fuller Hall, a full-service community recreation center this may include nights, weekends and holidays. Will open and close facility as needed.
- Coordinates a variety of year-round recreational activities for both youth and adult participants, including aquatics programs.
- May perform custodial maintenance work as needed; set up tables, sports equipment, chairs, and bleachers as needed for classes or programs.
- Helps with other facets of the Recreation and Public Grounds Department including park checks, mowing, trimming, etc.
- Required to report to assigned worksite as scheduled.
- Performs related duties as assigned.
- Maintain confidentiality of work-related issues and City information.

Level II:

- All Level I functions.
- Assists Recreation/Public Grounds Director in planning, developing, coordinating, administering and evaluating recreation programs.
- Schedules part-time employees for specific programs and activities.
- Conduct and attend a variety of training seminars including safety courses and certification requirements for CPR, Lifeguard Training, etc., conducts coaching clinics, and community meetings as needed.
- Assist with public relation duties such as preparing and distributing flyers, press releases, and brochures.

- Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of recreation programs.
- Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation programs.

Level III:

- All Level I & II functions.
- Assists with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary.
- Assist with preparing and administering individual program or facility budgets as appropriate; monitor expenditures and payroll in accordance with established procedure.
- Monitors program performance; recommends and implements modifications to systems and procedures.
- Maintains records and develops reports concerning new or ongoing programs and program effectiveness; prepares statistical reports as required.
- Schedule facilities and supervise condition of facilities.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Level I: Supervision of part-time/seasonal staff along with the supervision of facilities and facility users.

Level II: Same as Level I.

Level III: Same as Level I.

Required Competencies:

Includes, but is not limited to, the following:

Customer Service – Greets facility users via telephone and in person. Portrays a positive public image at all times and deals with questions and concerns about the facility and programs.

Cooperation – Willing to work as a team and willing to work with all members of city staff, outside agencies, and general public.

Organizational Skills – Ability to plan, organizes, and implements a variety of recreational programs and activities.

Decision Making Skills – Ability to make sound decisions and purchases within the limits of the job function. Supervision of all facility users along with minor disciplinary actions.

Research Skills – Ability to utilize resources and locate information necessary for all job duties. Explores new programs and ideas by researching other recreation departments and what they have to offer.

Communications Skills – Must be able to effectively communicate both orally and in writing with the general public and co-workers to build a team concept. Ability to teach a variety of youth sports.

Level II: Above, plus assists in organization, planning, and coordination of recreational programs and activities.

Level III: Above, plus takes initiative in developing, implementing and monitoring of recreational programs and activities. Participates in budgeting process, including monitoring programs budgets as needed.

Education, Experience and Technical Skills Required:

High School diploma or equivalent. Ability to become certified in Lifeguard Training, CPR for the Professional Rescuer, First Aid and Water Safety Instructor within six months of hire. A current State of Iowa Drivers License is also required.

Clerical Skills – Ability to use several forms of office equipment, including but not limited to, computers, typewriters, cash registers, and copy machines.

Accounting Skills – Responsibility for assets, maintaining records, and working within city budget.

Mechanical Skills – Ability to use tools, have a basic knowledge of the maintenance and up keep of pools, exercise equipment, and other mechanical devices.

Level II: Above, plus certification as a Certified Pool Operator and Instructor for Lifeguard Training; bachelor's degree in Recreation and Leisure Services or directly related work experience of one year.

Level III: Above, plus certification as a Certified Leisure Professional (CLP); bachelor's degree in Recreation and Leisure Services or directly related work experience of 2-3 years.

Physical and Environmental Requirements:

Ability to talk, write, read, reach, hear, see, grasp, and maintain a rapid work speed. Active work with the ability to sit, walk and/or stand for several hours during work time. Must have the ability to bend, stoop, and lift, along with the ability to carry, push, or pull relatively heavy objects. Involves a variety of working conditions including extreme heat and cold.

FLSA/Wage Hour Status: Non-Exempt