

**WEST FARGO PARK DISTRICT
JOB DESCRIPTION**

- TITLE:** Recreation Specialist II
- CLASSIFICATION:** Full-time Administrative/Exempt Employee
- SUPERVISION:** Business Manager/Recreation Manager
- SALARY:** Determined by Director of Parks and Recreation and approved by the Board of Park Commissioners. Standard benefits of the District are provided.
- PURPOSE:** To organize and coordinate Park District wide concessions in a year round municipal park system. To assist in implementing and monitoring policies, procedures and guidelines within the Park District as they relate to program administration: public relations, record keeping, programming, concession management, inventory control, safety coordination, promotion and marketing.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of principals, practices, philosophies, techniques, accepted standards and methods of the parks and recreation field.
- Ability to maintain a good working relationship with other employees, supervisors and the public in general.
- General computer knowledge, typing skills, filing and use of other office equipment. Knowledge of Word Processing, Spreadsheets, Internet/Web site design, Adobe InDesign.
- The ability to effectively communicate verbally and in writing.
- Ability to manage multiple tasks simultaneously.
- MN Certified Food Manager training and certification as provided the West Fargo Park District.
- Background check and drug screen required.
- Valid ND drivers license.

DUTIES AND RESPONSIBILITIES

- Coordination and supervision of the following (but not limited to):
*Concession Management *Safety Coordination *Inventory Control & Purchasing *Marketing & Office *Recreation Programming
- General office duties such as answering phones, assisting customers, handling registrations, filing and office maintenance.
- Hire, train, supervise and evaluate seasonal employees as directed by the Recreation Manager.
- Supervision of personnel in assigned programs/facilities as assigned. Responsible to prepare and maintain time cards.
- Assist in planning, supervising, coordinating and evaluating programs and or facilities as assigned.
- Implement, maintain and follow personnel policies and procedures that are outlined in the West Fargo Park District Risk Management Manual as they relate to seasonal employees.
- Assist the Park Operations Manager, Recreation Manager, Business Manager and Facility Manager to ensure that all equipment is provided, taken care of and maintained to run quality programs. Prepare inventories and lists of materials, supplies and equipment needed for programs.
- Assist in planning, supervising, coordinating and evaluating programs as assigned.
- Develop policy and guidelines for areas of responsibility.
- Assist in developing budgets, schedules, reports, fees and season brochures as assigned.
- Responsible to create and distribute news releases, public service announcements, flyers, schedules, reports and related program information.
- Develop positive relationships with individuals and groups utilizing parks, facilities within the policies, procedures and guidelines of the District.
- Prepare information for annual reports, District brochures and publications submitted to the Recreation Manager according to schedules set for development, production and distribution.

EDUCATIONAL REQUIREMENTS

Associate Degree in a related field of study.

OTHER REQUIREMENTS

Language Ability:

Must be able to read, write, speak and comprehend in English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to patrons and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to count money and make change. Analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Teamwork Orientation:

Must possess strong teamwork orientation, with the ability to maintain effective working relationships with co-workers, representatives of other departments, organization and the general public as required.

Supervisory Responsibilities:

This job has supervisory responsibilities of part-time employees while on shift.

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.

The employee is frequently exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate to loud. The employ is frequently exposed to work conditions that are cold and damp.

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.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms and stoop, kneel, or crouch. The employee is frequently required to stand; climb or balance and talk or hear. The employee is frequently required to taste or smell.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY THE INDIVIDUAL WITHIN THIS CLASSIFICATION. THEY ARE NOT TO BE CONSIDERED AN EXHAUSTIVE OR ALL INCLUSIVE LISTING OF THE POSITION'S DUTIES AND TASKS AS THEY MAY CHANGE OR BE ADJUSTED AS REQUIRED. THIS DOCUMENT IS NOT A CONTRACTUAL AGREEMENT.