

## **Job Posting: Parks and Recreation Programmer**

### **Job Description**

Under the general supervision of the Parks and Recreation Director, the Recreation Programmer assists in the planning, coordination, and evaluation of the various programs and special events that the department offers to the community. Also performs related work as required.

### **Principle Duties and Responsibilities:**

- Assist in the development, planning, and implementation of department programs and special events as well as the creation of new offerings for the community.
- Assisting customers' needs in person, by phone, or through email with any questions related to parks and recreation including the maintenance of personal accounts on the RecPro recreation software used by the department.
- Assist in the hiring, training, and supervision of recreation staff including part time office staff, cleaning positions, program instructors, lifeguards, camp counselors, park clean-up, and seasonal summer staff for park maintenance.
- Assist in marketing and advertising for activities and events through flyers, press communications, social media, and email communications.
- Assist with the coordination, research, and purchasing of equipment and supplies for programs and special events.
- Maintaining the department website.
- Assist in the scheduling of maintenance for athletic fields and park facilities such as floor cleaning, bug control, weed control, and added maintenance performed by the city's Department of Public Service.
- Assist with public relations and scheduling with community groups on volunteer projects such as park clean-up, Eagle Scout Projects, Girl Scout Projects, and church group missions
- Assist in the scheduling and oversight of athletic field rentals by several community groups and sports travel teams outside of our department field usage
- Assist in the setup and teardown of the multi-purpose gymnasium as needed for varying events and activities.
- Assist in communications with event sponsors including appreciation, clarifications, and event-day accommodations.
- Assist in the evaluation of programs and special events through online and written surveys to the public and program participants.
- Assist in the creation of financial reports for weekly financial activity including building revenue, refunds, facility rentals, and online registrations.
- Serve as the recorder for the Parks and Recreation Commission, with duties including meeting attendance, creating meeting minutes, commission communications, and preparation of the agenda and informational packet assembly.
- Assist in the coordination and management of volunteers for special events and park clean-up activities.
- Assist in the coordination of the Youth Spring Baseball League including registration, scheduling games and teams, supervising volunteer coaches, uniform ordering, player communications, equipment inventory, program supply and banner purchasing, and special baseball event coordination.

**Qualifications, Skills, and Abilities:**

- Equivalent of a Bachelor's degree from an accredited college or university. A major in public administration, recreation administration, business management, or related field is desirable.
- At least 2 years of increasingly responsible administrative experience in recreation program management. Undergraduate and/or graduate work experience will be considered.
- Good communication and interpersonal skills.
- Good client/customer service skills.
- Proficient in the use of Microsoft Office products.
- Ability to learn new software and technology quickly.
- Ability to follow oral and written instructions well.
- Ability to prioritize multiple tasks.
- Ability to work effectively independently without supervision as well as with a team.
- Ability to take initiative and complete tasks that need to be done without direct supervision.

**Hiring Requirements:**

- Must have a valid Michigan driver's license.
- Must be willing to submit a criminal background check during the hiring process. The background check will be provided by the parks and recreation department if the candidate is chosen for the interview process.
- Must complete a pre-employment physical and drug screening. Physical and drug-screening will be provided and paid for by the City of New Baltimore.

**Work Hours:** Work hours vary depending on events and programs. Typical work hours are 8:00am – 4:00pm Monday through Friday with nights and weekends as necessary.

**Salary:** \$30,000 – \$34,000 commensurate with experience.

**Application Process:** Visit the following website address and print the employment application:  
<http://nbrecreation.org/Default.aspx?id=29>

After filling out the proper information, turn in your application along with a resume to the following:

**Via Standard Mail**

Attn: Tim Novak  
New Baltimore Parks & Recreation Dept.  
36535 Green Street  
New Baltimore, MI 48047

**Through Email:**

[recdirector@cityofnewbaltimore.org](mailto:recdirector@cityofnewbaltimore.org)

**Application Deadline:** Applications will be accepted until 5:00pm on July 20, 2018.

Please call 586-725-0291 if you have any questions.