

# Town of Pine Bluffs

**JOB TITLE:** RECREATION PROGRAM TECHNIITIAN

**CLASSIFICATION** NON EXEMPT POSITION

**DEPARTMENT:** Recreation

**SUMMARY:** Under supervision, this position supervises and directs the activities and programs in the parks and recreation year round. This position includes technical recreation work involving responsibility for activities at the public recreational center. Work is performed under the supervision of the Recreation Director.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are **not** in any hierarchical order)

1. May assist in the supervision of parks and recreation programs during many programs seven days a week.
2. Responsible for all Community Center activities and processes.
3. Supervises rental contracts.
4. Public relations with other Pine Bluffs, County, and State organizations, businesses, and civic groups.
5. Maintains telephone and personal contact for both Community Center activities and public information.
6. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal laws concerning recreational activities.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge of all phases of community recreation activities.
- Knowledge of the organization and functions of elected officials, appointed boards and commissions.
- Skilled in planning, organizing, assigning and coordinating activities.
- Skill in using computer with a Microsoft operating system.
- Skill in both verbal and written communication.
- Skill in applying appropriate public relations techniques as situations warrant.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Ability to establish/maintain effective working relationships with those contacted in the course of work.
- Ability to express ideas clearly when providing oral and written reports and recommendations.
- Ability to develop recreation activities which meet the needs of all citizens of the community.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** A High School Diploma or GED with courses taken in Recreation or related fields is preferred. Extensive experience in recreational work is required, or any equivalent combination of education, experience, or training. An equivalent combination of education, experience and training may be substituted for minimum requirements.

**LANGUAGE SKILLS:** The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

**REASONING ABILITY:** The applicant must have the ability to develop and maintain good public relations with civic groups, and ability to deal effectively with senior citizens, individuals, and groups. The employee must be able to communicate both orally and in writing.

**OTHER SKILLS AND ABILITIES:**

- Thorough knowledge of objectives, operation, and programs of public recreation.
- Good knowledge of safety factors.
- Ability to establish and maintain effective working relationships with supervisor, officials, representatives of other agencies and the general public.
- Excellent professional judgment and organizational skills.
- Computer proficiency in MS computer software and standard database software is required.

**WORK ENVIRONMENT/ADA:** Work involves light to strenuous activity. There is frequent need to stand, stoop, walk, run, swim, sit, lift objects, and perform other similar actions during the course of the workday. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position will also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

**Lifting:** 10 - 45 Pounds  
**Environment:** Inside or outside in various weather conditions  
**Hearing:** Normal Noise Levels

\*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.