



## CITY OF NEWPORT, OREGON RECREATION PROGRAM SPECIALIST

The City of Newport is seeking a reliable, experienced and professional individual to fill our open Recreation Program Specialist position. This is a non-exempt, part-time position (29 hours per week), working a varied schedule, with a starting wage of \$18.83 an hour.

Under general supervision of the Recreation Superintendent, the Recreation Program Specialist performs a variety of duties, including, professional assistance and support in the planning, organizing, developing, oversight, leadership, and direction of Recreation Center youth programs, special events, staff, volunteers and class instructors. Works closely with the Recreation Superintendent and at times the Sports Coordinator.

Requires working varied hours, including early mornings, nights, and weekends.

### **JOB QUALIFICATION REQUIREMENTS:**

#### ***MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:***

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: Bachelor's Degree in Recreation, Education, Human Service, Sociology, Child Development or related area of study or the equivalent combination of experience and education AND four years related work experience.

**KNOWLEDGE:** Knowledge of principles, terminology, techniques, methods, supplies and equipment, basic rules and skills involved in a variety of recreation programs. Considerable knowledge of behavior management and childhood development. Knowledge of techniques in supervising various recreational activities. Knowledge of the philosophy, and objectives of the recreation profession, and the purpose, use, and benefit of various elements of specific programs. Knowledge of maintenance/use/care of facilities and equipment.

**SKILLS:** Skill in the use of personal computers, various related software programs, standard office equipment, and parks and recreation equipment. Strong time management and organization skills. Strong verbal and written communication skills. Strong customer service skills. Exercise good judgement.

**ABILITIES:** Ability to establish and maintain effective working relationships with City management, employees, Council members, patrons, participants, other entities, and the general public. Ability to effectively supervise staff. Ability to organize, instruct, and supervise recreation programs efficiently. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to honor the confidentiality required of this position. Ability to work independently as well as within a team environment. Ability to interpret staff and participant needs and make recommendations. Ability to build partnerships with entities in the City and the surrounding communities. Physical ability to perform the essential job functions.

### **SPECIAL REQUIREMENTS:**

Infant and Child CPR, Adult CPR, First Aid and AED within 3 months of hire.

Valid Oregon Driver's License at time of hire.

Oregon Food Handlers Card within 30 days of hire.

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to twenty-five pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required approximately 25% of the work period to operate equipment such as computers, keyboards, telephones, and standard office equipment. The position requires the mobility to interact with and use parks and recreation equipment.

### **WORK SCHEDULE**

Work schedule may vary widely depending upon program needs with additional hours outside the normal work schedule. Must be able to work weekends and after normal hours as necessary or required by programming. On call as needed.

### **SUPERVISORY RESPONSIBILITIES:**

Responsible for the day-to-day oversight of Recreation Leaders and class instructors, including assigning and reviewing work, altering workloads, and providing performance feedback to Superintendent.

**TO APPLY:** City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov). **The position will be open until 5:00pm March 20, 2017**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.