

**COUNTY OF NEW KENT  
POSITION DESCRIPTION**

<b>JOB TITLE:</b> Recreation Programmer	<b>LOCATION:</b> Parks & Recreation
	<b>JOB CLASS CODE:</b>
<b>IMMEDIATE SUPERVISOR:</b> Parks & Recreation Manager	<b>PAYGRADE:</b> 18
	<b>FLSA STATUS:</b> Non-Exempt

**GENERAL DEFINITION OF WORK:**

The Recreation Programmer working under the general supervision of the Parks and Recreation Manager is responsible for the planning, development, administration, supervision and evaluation of the recreational programs and activities in New Kent County. The incumbent supervises part time personnel and contracted vendors. Interpersonal contacts are within and outside the organization requiring considerable tact and persuasion to obtain consent, approval and cooperation. Problems encountered are routine in nature. The work environment is primarily indoors but some exposure to the outdoors is required. The work involves moderate physical strain, strength and endurance. The worker may tire from tasks requiring long periods of standing, walking or driving a motor vehicle. The incumbent is expected to perform other job related tasks as assigned or required.

**ESSENTIAL FUNCTIONS:**

- Plan, organize, administer and evaluate recreation programs and activities to include, but not limited to fitness programs, enrichment programs, special events and wellness classes;
- Plan, organize, administer and evaluate recreation programs and activities for preschool, youth, adult, senior adult and therapeutic populations;
- Plan, implement and evaluate the Before and After school Programs and Summer Camps;
- Document program participation and evaluations, making recommendations concerning program development;
- Recruit, train, supervise and evaluate staff, contractors and volunteers conducting programs;
- Prepare part-time and seasonal staff schedules and provide program coverage as needed;
- Prepare estimates of activity costs and project revenues for the Manager’s use in preparing and administering the departmental budget;
- Maintain an inventory of all recreational materials, supplies and equipment;
- Coordinate with the Manager and Administrative Assistant on program registration, promotion and program scheduling.

**KNOWLEDGE, SKILLS AND ABILITIES:**

The Recreation Programmer should possess a general knowledge of the current principles and practices of the development and implementation of a comprehensive recreation program; the ability to plan, schedule, supervise and evaluate a wide range of leisure programs; the ability to use scheduling techniques and procedures for recreation activities, facilities, special events and leagues; the ability to work with minimal supervision and execute multiple tasks simultaneously; the ability to establish and maintain positive working relationships with the public, community groups, instructors, staff, appointed and elected County officials; the ability to work flexible hours, including evenings and weekends.

**EDUCATION AND EXPERIENCE:**

The Recreation Programmer should possess a Bachelor's Degree from an accredited college or university with a concentration in Leisure Services, Therapeutic Recreation, Parks and Recreation Management, Physical Education or a related field and at least two (2) years experience in the Recreation field, OR any acceptable combination determined to be sufficient to perform the essential functions listed above. Candidate should have CPR/First Aide Certification or eligible. Prefer candidate to be CTRS, CPRP certified or seeking certification.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**

The work is performed indoors and outdoors where uncomfortable conditions may exist including extremes in temperature, adverse weather conditions, exposure to allergens and other pollutants. Walking and driving a motor vehicle are required. The work may require climbing, balancing, stooping, kneeling, reaching, standing, walking and fingering. Vocal communication is required. Hearing acuity is required. The position requires moderate physical strength necessitating the frequent exertion of up to 10 pounds of force, occasionally up to 20 pounds of force, and a negligible amount of force constantly to move objects.

**EVALUATION:**

Performance will be evaluated on the ability and effectiveness with which the incumbent accomplishes the above responsibilities.

**Date(s) Amended:**  
**July 26, 2010**