



# City of Mason

## Employment Opportunity

### For

### Program Specialist

<b>Starting salary:</b>	<b>\$15.97 (DOQ)</b>	<b>Classification:</b>	<b>Specialist</b>
<b>Reports To:</b>	<b>Program Coordinator</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Posted:</b>	<b>08/15/2023</b>	<b>Department:</b>	<b>Parks &amp; Recreation</b>
<b>Working Hours:</b>	<b>Flexible</b>	<b>Status:</b>	<b>Part-time</b>

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### **General Statement of Duties and Distinguishing Features of Class**

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The Program Specialist position is responsible for assisting with or developing, implementing, and evaluating programs with the City of Mason's Parks and Recreation Department as assigned. This position will be under the direction of a Program Supervisor and Program Coordinator.

### **Examples of Work (Illustrative Only)**

- Provide interaction with participants individually or in group settings.
- Responsible for planning, supervising, and evaluating various recreation activities and enrichment programs.
- Assists with administration duties of various areas within the Community Center as assigned.
- Assists with set-ups/tear-downs, closing, and securing of the program materials and events.
- Monitors the safe and appropriate use of all recreational equipment.
- Maintains accountability and proper storage, and reports maintenance or repair requests in a timely manner.
- Maintains a positive and approachable composure to promote patron-employee interaction.
- Prepares and maintains administrative records and paperwork as requested.
- Supervises and ensures safety of Mason Community Center program participants.
- Attends in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and Parks & Recreation Department.
- Displays knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

### **Skills, Knowledge, and Abilities: The following is preferred**

- Ensuring the safety and well-being of all attendees and participants.
- Acquire and maintain current certification in American Red Cross *Standard First Aid and CPR*.
- Ability to lift and move objects.
- Knowledge of recreational programs in assigned areas. Examples: Aquatics, Sports, Enrichment, Fitness, Birthday Parties, etc.
- Demonstrated proficiency in engaging and interacting with children in a professional setting.
- Ability to follow oral and written directions.
- Good organization and interpersonal communication skills. .

### **Working Environment/Physical Requirements**

- Work in a fast paced recreational environment both indoor and outdoor at times.
- Requires walking, standing, stooping, kneeling, talking, and seeing for extended periods of time.
- Ability to lift/carry objects up to 50 pounds.
- This is a high public contact position.

I understand that I am applying for employment at will and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.