



City of Mason
Employment Opportunity
For
Seasonal Program Specialist

Hiring Range: \$15.97 to \$21.63 hr. DOQ
Reports To: Program Supervisor
Posted: TBD
Working Hours: 40 hrs. Per week

Classification: Classified
FLSA: Non-Exempt
Department: Parks & Recreation
Status: Seasonal

General Statement of Duties and Distinguishing Features of Class

The Program Specialist position is responsible for implementing, instructing, and evaluating programs with the City of Mason’s Parks and Recreation Department. This position will be under the direction of a Program Supervisor. This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces.

Examples of Work (Illustrative Only)

- Provide excellent customer service.
- Responsible for the onsite instruction of program activities as assigned.
- Responsible for the planning, coordinating, and implementing of assigned programs under the direction of the supervisor.
- Responsible for assisting with the administration of assigned programs.
- Assists with set-ups/teardowns, closing and securing of the program facilities and materials.
- 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.
- Lead or attend 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.



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- 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 all duties and responsibilities as assigned.

Skills, Knowledge, and Abilities: The following are preferred.

- Acquire and maintain current American Red Cross Standard First Aid and CPR certification.
- Knowledge of recreational programs in assigned areas.
- Ability to follow oral and written directions.
- Good organization and interpersonal communication skills.
- Excellent computer skills with a good working knowledge of Microsoft Office

Working Environment/Physical Requirements

- Work in a recreational environment both indoor and outdoor including instruction of classes in adverse environmental conditions (i.e., hot, humid, cold, rain, etc.);
- This is a high public contact position.
- Requires walking, standing, stooping, and kneeling for long periods of time.
- Ability to lift, carry, and move objects up to 50 pounds.
- Auditory acuity to hear, individuals, cell phones, telephones, alarms, etc. with or without reasonable accommodation.

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.