City of Rogersville

PO Box 19, 211 E Center St

Rogersville, Mo. 65742

Phone 417-753-2884 ext 4 Fax 417-753-2846

**RECREATION SPECIALIST – ATHLETICS – JOB DESCRIPTION**

**Job Title:** Recreation Specialist - Athletics

**Department:** Parks & Recreation

**Hours:** 29 hours per week

**Salary:** $16-$17/hourly

**GENERAL PURPOSE**

* Employee will perform a variety of duties involving the upkeep, cleaning, supervision, and maintenance of Rogersville City Park and games, as assigned. This includes duties such as cleaning/stocking bathrooms, picking up trash, emptying trash cans, weeding and maintenance of landscape areas, general cleanup of the park and facilities and general maintenance. Performs other related duties as assigned.
* This position will focus on park athletics.
* This position acts also as an as-needed employee for other departments at City Hall, due to the small nature of the workforce.

**SUPERVISION RECEIVED:**

* Works under the close supervision of the Parks & Recreation Director and Park Manager

**SUPERVISION EXERCISED:**

* Seasonal Park staff

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Performs normal duties in areas in which assigned such as day to day park activities, athletics, maintenance, special events and programs.
* Assists staff during various program activities and special events offered by Parks and Recreation.
* Attends in-service training and additional staff training as necessary.
* Enforces facility policies, rules, and regulations as necessary.
* Assists in emergency protocol as required in training.
* Preparation of daily records as required by supervisor.
* Assists in sanitary operation of facility and restrooms.
* Operates equipment safely and reports any unsafe work condition or practice to supervisor.
* Assist key staff in facility set-up for organized events as necessary.
* May also perform unskilled and semi-skilled work necessary to the operation of maintenance of parks, lawns, and grounds including manual labor, operation of motorized equipment, equipment maintenance, building, grounds maintenance, and construction.
* Performs other duties as assigned.
* Must have a flexible schedule (weekends, etc.).

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:**

* A high school diploma or GED is required.
* A bachelor's degree in Recreation, Sport, and Park Administration, Kinesiology, Physical Education, or any other related field is preferred.
  + CPRP is preferred.
  + Knowledge in athletics is required.
* Any combination of experience and training which demonstrates the knowledge and experience to perform the work.
* Necessary Knowledge, Skills, and Abilities:
  + Friendly and helpful attitude
  + Attention to detail.
  + Ability to work independently.
  + Management experience preferred.
  + Strong communication skills, customer service orientation
  + Ability to move tables, chairs, furniture (for set up of events) and perform manual labor.
  + Ability to work with people of all backgrounds.
  + Must be able to lift 50 lbs.

**PHYSICAL DEMANDS**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job, the employee is regularly required to reach with hands and arms.
* The employee frequently is required to stand, walk; and use hands to finger, handle, feel or operate objects, tools, or controls.
* The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
* The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds.
* Specific vision abilities required by this job include close vision, and the ability to adjust focus.
* The employee may work indoors, which may be temperature regulated. Employee may be exposed to extreme weather conditions of hot and cold as well as dust and/or pollen.

**WORK ENVIRONMENT**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

**SELECTION GUIDELINES**

* Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
* The position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be a contract of employment. The contents of this position description may be changed without notice, and employment may be determined by either party at will.
* The City of Rogersville is an Equal Opportunity Employer (EOE).

Parent Signature; (if under 18) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_