



Job Title: Recreation Specialist

Department: Rough Rider Center

Status: Non-Exempt

Position: Full Time

Hourly: DOE

- Adjustments are determined annually by the Recreation Manager

Supervisor: Recreation Manager

Summary

The Recreation Specialist will report directly to the Recreation Manager. The position will be responsible for assisting with the creation, planning and implementation of recreation programs for Watford City and the surrounding area.

Responsibilities

- Including the planning, directing, and supervision of recreation programs at the Rough Rider Center and other recreation program locations in Watford City and the surrounding area.
- Help plan and implement recreation programs at the pool, parks and Rough Rider Center.
- Work with RecTrac software including registrations, reports, e-mails, programming and other functionalities.
- Assists with the marketing and promotions of the facility and programs including selling memberships, preparing and distributing flyers and brochures. Maintains informational materials and creates other publications for the Rough Rider Center and Watford City Park District.
- Assists the Recreation Manager with planning, developing, and organizing recreation programs.
- Prepares promotional materials for scheduled programs, including brochures, posters, advertisements, and flyers.
- Prepares equipment, fields, and facilities for assigned activities.
- Assists with maintaining files and records of transactions and schedules.
- Provide assistance with follow-up phone calls and emails.
- Provide administrative support, including addressing general inquiries, maintaining department files and records, answering phones, etc.
- Other responsibilities to support the Special Events team as needed.
- Other duties as assigned.

Requirements

- Must be able to work evenings and weekends when needed.
- Strong organizational skills and attention to detail, with strong prioritization instincts.
- Excellent interpersonal skills and customer service orientation.

- Must be able to multi-task and juggle many projects simultaneously and work effectively under pressure.
- Must exhibit excellent flexibility and work well in a collaborative and team environment.
- Strong results orientation and proven history of taking initiative.
- Must exhibit excellent judgment and problem-solving skills.
- Excellent written and verbal communication skills.
- Execution of incoming inquiries/events, and ensuring clients receive the highest level of service and hospitality.
- This position works with mainly children. Must exhibit skills necessary to supervise multiple children and keep them focused on the task at hand while maintaining a professional demeanor.
- Must be able to pass a background check and pre-employment and random drug screening.
- Must be able to stand on feet for extended periods of time.
- Must be able to lift 25lbs regularly and up to 50lbs on occasion.

Licenses and Certifications

- At time of appointment, valid state issued Drivers License
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.

Physical Demands

- Must possess: mobility, strength, and stamina to perform physical work for extended periods of time
- Operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle
- Vision to read printed materials and a computer screen
- Hearing and speech to communicate in person and over the telephone or radio.
- Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, conducting exercises, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties.

Environmental Elements

- Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

Working Conditions

- Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.