



Recreation Specialist

Department	Recreation	Salary Range	\$52,760 – \$60,071
Reports To	Recreation & Communications Director	Overtime Status	Not Eligible
Approved On	9/25	Essential Personnel	No
Last Revised	10/25	Last Graded	1/25

Summary

Under the general supervision of the Recreation and Communications Director, the Recreation Specialist is responsible for planning, coordinating, and implementing a variety of year-round recreation and leisure service programs for the West Fargo Park District. This position plays a key role in providing quality community programming, overseeing seasonal staff, ensuring program excellence, and fostering positive community relationships.

Supervisory Responsibilities

- Coordinate and supervise youth and adult programming, including but not limited to Creative Arts & Science Technology, Day Camps, Adaptive Recreation, Senior Programming, Shooting Sports, and Dance.
- Hire, train, schedule, supervise, and evaluate seasonal employees as directed by the Recreation and Communications Director.
- Supervise assigned personnel and facilities; ensure the accurate preparation and maintenance of employee timecards.
- Plan, organize, supervise, and evaluate the work of others to ensure effective and efficient service delivery.

Key Responsibilities

- Implement and uphold District personnel policies and procedures as outlined in the West Fargo Park District Risk Management Manual for seasonal staff.
- Assist the Recreation Director and Facility Supervisor in ensuring that all equipment and materials are properly maintained and available for quality program delivery.
- Prepare inventories and maintain lists of supplies and equipment needed for programs.
- Assist with developing budgets, schedules, reports, fees, and seasonal brochures as assigned.
- Build and maintain positive relationships with participants, community members, and partner organizations in alignment with District policies and values.
- Prepare and submit content for annual reports and semi-annual activity guides in coordination with the Marketing Specialist according to established schedules.
- Coordinate with the Marketing Specialist to develop and promote programs through digital and print publications.
- Update and maintain online software systems such as MaintainX and ActiveNet to ensure accurate and current program information.
- Provide assistance to customers and respond to inquiries at the West Fargo Park District office.

- Serve as backup support for front desk operations at both the West Fargo Park District office and Rustad Recreation Center.
- Participate in and provide support for District-wide special events throughout the year.
- Research current recreation trends and standards to ensure innovative and relevant program offerings.
- Purchase supplies and equipment to meet program and operational needs while maintaining budgetary responsibility.
- Partner with local organizations and businesses to support and expand collaborative programming.
- Evaluate customer satisfaction and program success to inform future improvements.
- Assign and track facility keys, ensuring proper security and return.
- Work is performed in various settings, including office, outdoor environments, and the West Fargo Park District facilities.
- Collaborate with other Recreation Specialists and support staff as needed to ensure successful program delivery.
- Follow, support, and uphold the West Fargo Park District's Standards and Expectations for Employee Excellence.
- Perform other related duties as apparent or assigned.

Required Skills/Abilities

- Strong budgeting and financial management skills for programs and events.
- Proficiency in program planning, league organization, and scheduling.
- Excellent interpersonal, communication, and conflict-resolution skills for interacting with parents, participants, and staff.
- Ability to provide hands-on instruction, teaching, and coaching.
- Flexibility to work varying hours, including weekdays, evenings, and weekends.
- Strong troubleshooting, problem-solving, and organizational skills in dynamic environments.

Preferred Qualifications

- Associate degree required; Bachelor's degree preferred in Recreation, Leisure Services Administration, Education, Communications, Business Administration, Project Management, or related field.
- Minimum of three years of experience in recreation, program coordination, education, or community engagement.
- Equivalent combination of education and experience may be considered.
- Proficient computer and administrative skills, including Microsoft Word, Excel, and Outlook.
- Strong oral and written communication abilities.
- Valid driver's license required.

Work Environment

- Work is performed in a variety of settings, including office, outdoor environments, and West Fargo Park District facilities.
- Regular interaction with citizens, community groups, vendors, and other team members.

Application Process

- To apply, please submit your cover letter, resume, and application by **November 19th**, or until the position is filled.