

City of Grovetown – Job Description

Department: Leisure Services

Job Title: Athletic Programmer

Salary Grade: 12 \$14.83 per hour

Job Status: Full Time-Schedule may vary

Reports to: Director of Leisure Services Subject to Employee Benefits: Yes

Purpose of the Position: The purpose of this position is to deal with the planning, organizing, and directing of various leisure and recreational programs. An employee in this position, along with the Director of Leisure Services will develop a comprehensive City recreation program for all citizens . Must work closely with the Program Assistant and is responsible for other tasks and duties assigned by the Director.

Examples of Duties: Duties include but not limited to the following:

(Scope of work)

Plans ,organizes, promotes, schedules, coordinates and participates in a diversified program of activities, special events, games and programs related to all ages.

Assist in the selection and training of necessary volunteers and instructors to meet program demands.

Analyzes and adapts program techniques and activities to meet the needs and request of the general public.

Advises the Director on budget, purchasing , programs, reports, public relations and other matters as it relates to programs and events.

Maintains an inventory of program equipment and supplies and make requests for additional needs.

Communicates general information to the public.

Tracks data and compiles reports on program activities.

Renders customer service as needed.

Performs other duties as assigned or required of the program.

Knowledge, Skills and Abilities:

Knowledge of the principles of recreation and recreational programing.

Knowledge of geographic area of Grovetown.

Knowledge of Safety Regulations.

Ability and skills to operate a computer, copier, vehicle and other related equipment.

Ability and skills to prepare reports and collect data.

Ability to read, write and speak English.

Ability to obtain CPR/Basic First Aid Certification.

Ability and skill to deal courteously and tactfully with program participants and general public.

Ability to establish and maintain effective working relationships with employees, officials and general public.

Knowledge and skill in understanding good customer service, interpersonal skills and oral and written communication and motivation and direction of volunteers.

Skill in practicing good team work and ethics, be punctual.

Skill in planning/organizing.

Complexity: Interim follows established rules, guidelines and policies and may make suggestions for updates or changes. Incumbent must have the ability to understand the scope, functions and job duties with minimal instruction.

Contacts: Contacts are generally with participants at the facility, co-workers full or part-time, volunteers, other city employees, community organizations, civic clubs and members of the general public. The purpose of these contacts is to provide information about available services or to exchange information that supports provision of recreation services, coordinate programs and activities with co-workers, local schools, churches, the community and the general public.

Guidelines: Guidelines of the program are clear and specific and may require minimal interpretation. Employee must exercise independent judgement and ingenuity in accomplishing program objectives and interpreting the needs and desires of the public. Employee must be punctual, be adaptable and professional. CPR/First aid guidelines are clear and specific.

Physical Demands: Position requires sitting, standing, walking, stooping, bending, crouching and requires frequent lifting of light objects and occasional heavy objects. Must be able to climb ladders, bend, stoop, squat and distinguish among shades of color and exhibit manual dexterity.

Supervisory Controls: This position works under the direct supervision of the Director of Leisure Services and would receive training from the same. Employee must be self-motivating, conscientious and organized. This position will supervise volunteers, as needed. The Director will explain duties and monitor work performance.

Work Environment: Work is typically performed at Liberty Park on the ball fields, in an office or stockroom and outside where the employee maybe exposed to cold, heat and inclement weather. There is some exposure to loud noise, dirt and dust.

Requirements: Employee must possess and maintain a valid state driver's license
Employee must be able to pass CPR/Basic First Aid class and maintain certification
Employee must have an Associates Degree in Recreation Administration or least two years recreational experience or field work.
Employee must possess a high school diploma
Employee must be at least 18 years of age
Employee subject to a pre-employment background check and drug screen
Employee must be bondable
Employee must follow all policies, rules and regulations of the City

12/10/2018 HR – Disclaimer: Job description statements are intended to describe the general nature and level of work being performed assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position.

Equal Opportunity Statement: The City of Grovetown is an Equal Opportunity Employer and does not discriminate against any employee based on race, color, sex, sexual orientation or national origin, or individuals with disabilities.

*City will pay cost of training, but employee must sign an agreement to reimburse costs if employment time is less than one year.