

**CITY OF GROSSE POINTE WOODS
JOB DESCRIPTION**

RECREATION & EVENTS PROGRAMMER

GENERAL PURPOSE

The Recreation & Events Programmer is responsible for assisting the Recreation Supervisor with municipal recreation programs and special events. This person's primary responsibility includes: implementing recreational programs with an emphasis on senior programming; assisting the Recreation Supervisor in managing; assisting in facility maintenance; creating and administering events throughout the year as well as clerical support.

SUPERVISION RECEIVED

Recreation Supervisor, Recreation Assistant

SUPERVISION EXERCISED

Seasonal employees

HOURLY RATE

\$18-20 HR, maximum of 1,350 hours in a calendar year, with the majority of the hours in the summer season.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide administrative assistance to the Recreation Supervisor and Recreation Assistant to perform the functions as required by the Department.
2. Senior Programs: Plans and promotes programs specific for seniors. Maintains records and submits reports for SMART.
3. Recreational Programs, Activities & Events: Develops recreational programs and assists the Supervisor with the implementation of youth; adult and family programs; activities; trips; holiday programs; and events.
4. Clerical Support: Answers phones; assists with daily cash operation; prints park passes; assists with class registration; assists with facility rentals; produces promotional material; monitors department emails; and produces monthly reports.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

Requirements include the following:

- High School diploma and three or more years of experience in recreation programming or a related field, or the equivalent education and experience.
- Ability to work a schedule that includes evenings, weekends, and holidays as operational/seasonal needs demand.
- A general knowledge of bookkeeping, computers, and software packages including: Microsoft Word, Excel, Publisher, PowerPoint, Outlook and RecPro.
- Knowledge of the professional principles and best practices related to recreational

programming and facilities management.

- Experience in addressing public inquiries and complaints with professionalism, tact, and diplomacy.
- Experience in executing successful programs and events targeting various age groups and interests.
- Ability to communicate effectively.
- Ability to manage multiple priorities and work within deadlines.
- Ability to work constructively and interact professionally with employees and the general public.

PERIPHERAL DUTIES

Operate a vehicle to conduct City business outside City Hall.

SPECIAL REQUIREMENTS

A valid State of Michigan Driver's License, a satisfactory driving record, and the ability to maintain one throughout employment.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands and work environment described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position is based out of the Community Center. The majority of this position's time is spent either in an office setting or in the field observing or supervising recreational programs and events or actively engaged in leading programs including physical activity such as event set-up, facility preparation, cleaning, and maintenance. While in the field, this position is exposed to outdoor weather conditions including potentially inclement weather. This position is occasionally required to perform moderately difficult physical tasks.

SELECTION GUIDELINES

The essential duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Applications will be accepted until November 3, 2023 and should be sent with a resume and references to the Recreation Supervisor via email: ngerhart@gpwmi.us or mail: City of Grosse Pointe Woods, 20025 Mack, Grosse Pointe Woods, MI 48236 Attn: Nicole Gerhart. No phone calls/emails.

The City of Grosse Pointe Woods is an EOE, FMLA, and ADA compliance employer.