

CITY OF OMAHA PART-TIME/SEASONAL JOB DESCRIPTION

No. 9607

RECREATION PROGRAMMER – NON DRIVING

NATURE OF WORK

This work involves working with the supervisor in the overall operation of recreation activities.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in the order of importance or frequency of performance.)

RECREATION FUNCTIONS

Plans, arranges, and conducts programmed activities and special events, ensuring that they are conducted in a safe manner and according to policies for all ages in facilities, youth, adult and senior.

Administers youth and adult leagues, keeping scores, maintaining league standings, and acting as a referee.

Lead, supervise participants in assigned program areas

Discipline participants as needed according to policy.

Assists the supervisor in the overall operation of a recreation facility.

Assists the supervisor in maintaining budget guidelines.

Assists the supervisor in supervising subordinate employees.

Assists in ensuring that the facilities are free of safety hazards.

Assists injured patrons and resolves other difficulties with the public.

Orders, picks up, and distributes supplies and equipment.

Handles money as needed.

Provides customer service and responds to inquiries and complaints.

Maintains daily records and inventory.

Cleans and perform light custodial duties in and around the facility and grounds.

Secures the building according to specified procedures.

Conduct safety checks regularly.

Prepare weekly and or monthly calendar of activities.

Takes reservations and collects fees.

Performs other duties as assigned or as the situation dictates within the scoops of this classification.

ICE ARENAS

As well as the functions listed above, the following items pertain to the employees specifically working at the ice arena's.

Operates Zamboni

Sharpen skates at the ice arena.

Operate ice rink equipment for ice, skates and building.

DAY CAMP FUNCTIONS

As well as the functions listed above, the following items pertain Day Camp specifically to employees working at Hummel Park

Coordinates and participates with campers to teach them about the forest environment, especially Hummel Park, and how to conduct themselves safely.

Responsible for campers during their duration at the camp.

Competes and distributes awards on Fridays.

Performs other duties as assigned or as the situation dictates within the scoops of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the overall operation of the facility.

Knowledge of the play and rules of a number of games and activities for all patrons.

Knowledge of gerontology principles.

Knowledge of activities throughout the City.

Knowledge of youth recreational and educational, indoors and outdoors activities.

Knowledge of city policy and procedures regarding accidents and other incidents.

Knowledge of basic first aid CPR/AED

Ability to conduct tournaments and other special events.

Ability to plan schedule, assign activities to all patrons at all recreation facilities.

Ability to prepare and maintain records and compile reports.

Ability to work effectively with all age groups that utilize our facilities.

Ability to prepare accurate reports.

Ability to perform basic office duties and other community center functions.

Ability to operate a cash register and make correct change.

Ability to communicate effectively with program participants and with co-workers.

Ability to understand oral and written instructions.

Ability to move around facility 75%-100.

SPECIAL QUALIFICATIONS

Must be able to work varied times, including weekends and holidays.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Computer

Calculator

Copier

Cash Register

Bingo Machine

Score Clock

Range and Oven

Kilns

Basketball Goals & Standards

Volleyball Goals & Standards

Pool Table

Foosball table

Ping Pong table

Bumper Pool table

Dart Machine
Athletic and other playground equipment
Arts & Crafts Materials and equipment
Public Address System
Hydrant Sprayer & Wrench
Ice Skates
Zamboni
Skate Blade Sharpener
Vacuum Cleaner
Bounce house
Archery
Fire Building/Starting for Day Camp