

NORTHAMPTON COUNTY NOTIFICATION OF POSITION VACANCY

04/28/2017

RECREATION SPECIALIST

Northampton County is accepting applications for a Recreation Specialist. The individual in this position under general supervision performs administrative work in planning, organizing, implementing, and promoting programs and the recreational activities for adults, youth and Tournaments for the County Recreation Department. This position requires manual work in the upkeep of the Recreational Complex and will require working some nights and weekends. This position also requires working some holiday rental events at the Cultural and Wellness Center.

Qualified Candidate: An employee in this class coordinates with the Director recreational programs for adults, youth, and tournament play, including preparation of news releases and other promotional literature. Employee is also responsible for acting as lead work for part-time department employees, producing various documents, reports, and coordinates organized sports and special events; performs the administrative tasks associated with the program. Work requires public contact with citizens, parents, children, civic organizations, and private groups in the promotion, development, and implementation of the recreation program. Work subjects the employee to inside and outside environmental conditions and to extreme heat. The employee must have a valid NC Driver's license.

Education: High school graduate and 2 to 3 years of experience in athletics, recreation adverting, programming, special events, or a related field; or an equivalent combination of education and experience.

Apply at the Employment Security Commission
Becker Village Mall, Roanoke Rapids NC
or at the Human Resources Department
107 Thomas Bragg Drive
or mail application to: HRD, PO Box 367, Jackson NC 27845

Normal Hiring Salary Range: Grade 61 - \$25,371 – \$26,656

SUBMIT A NORTHAMPTON COUNTY APPLICATION

Available @ www.northamptonnc.com

Deadline: Friday, May 19, 2017

Northampton County is an Equal Opportunity Employer and hires only US citizens and lawfully admitted aliens and complies with ADA requirements.

Northampton County is a drug-free workplace.

All successful candidates will be subject to drug testing and background checks as condition of employment.

Recreation Specialist I

General Statement of Duties

Under general supervision, performs responsible administrative work in planning, organizing, implementing, and promoting programs and the recreational activities for adults and Tournaments for the County Recreation Department.

Distinguishing Features of the Class

An employee in this class coordinates alone with the Director a department-wide public recreation programs for adults and tournament play, including preparation of news releases and other promotional literature. Employee is also responsible for acting as lead work for part-time department employees, producing various documents, reports, and coordinates organized sports and special events; performs the administrative tasks associated with the program. Work requires public contact with citizens, parents, children, civic organizations, and private groups in the promotion, development, and implementation of the recreation program. Work subjects the employee to inside and outside environmental conditions and to extreme heat. Work is performed under the supervision of the Recreation Director and is reviewed through periodic conferences, reports, and results obtained.

Duties and Responsibilities

Essential Duties and Tasks

Plans and organizes recreational events, classes, leagues, and activities; acts as lead worker for subordinate department staff; schedules facilities.

Designs and prepares various promotional literatures such as flyers, pamphlets, etc., to promote programs and activities;

Coordinates a variety of programs; schedules games; hires and assigns summer supervisors, scorekeepers, and umpires; recruits volunteers and coaches.

Coordinates resources for leisure time activities with the other organizations.

Handles administrative correspondence, time sheets, records, and public contact as needed.

Evaluates and orders materials such as athletic supplies and other equipment and tools needed in any of the programs.

Keeps schedules and reports concerning the use of facilities and attendance at events; prepares for the Recreation Director and special activities and program reports.

Make public presentations and coordinates activities with such groups as the civic clubs, schools and other community groups.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, skills, and Abilities

General knowledge of recreation programs and administration.

General knowledge of various types of recreations programs for public sector organizations.

Basic knowledge of current literature, trends, and development in the field of public recreation.

Basic knowledge of the theory and philosophy of recreation and its application to individuals and group behavior.

Ability to develop and administer a program of recreational activities.

Ability to plan, organize and supervise the work of subordinates as well as volunteers and other support personal.

Ability to coordinate programs with other recreation programs in the geographical area.

Ability to express oneself clearly and precisely in both oral and written form.

Ability to develop and maintain effective relationships with volunteers, public officials, parents, youth, and the general public.

Physical Requirements

Must be able to perform the basic life operational functions stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare data and figure, operate a computer terminal, operate a motor vehicle, and determine the accuracy, correctness and thoroughness of the work or others.

Desirable Education and Experience

2 to 3 years of experience in athletics, recreation advertising, programming, special events, or a related field; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.