

# CITY OF BELMONT

## PARKS AND RECREATION SPECIALIST

Salary Grade 13 – Minimum \$41,413 – Maximum \$62,119

**GENERAL STATEMENT OF DUTIES:** Performs a wide variety of duties in the parks and recreation department; assists in the coordination and implementation of athletic and non-athletic programs; performs related duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This position will plan, organize, coordinate, and supervise a wide variety of sports programs for youth and adults. He/she will assist with special events and other job related duties. The work is performed under the direction of the Parks and Recreation Director and is reviewed for results obtained and consistency with departmental policy. Supervision is exercised over paid and volunteer personnel.

### **ESSENTIAL JOB FUNCTIONS:**

Prepares and conducts sports program for individuals of varied interests and ages ranging from children to seniors;

Assists in the implementation of community events, such as festivals, concerts, etc.

Assists the park maintenance staff in preparation of ball fields and park maintenance;

Supervises recreation part- time staff;

Keeps the public and staff informed of events;

Prepares daily revenues and enters purchase orders into the computer;

Coordinates department activities with other departments and agencies;

Plan and conduct meetings with parents, coaches, and officials

Schedules daily maintenance and related tasks;

Attends clinics and seminars as required to upgrade knowledge;

Periodically evaluates performance of assigned personnel.

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves light work requiring the employee to occasionally exert up to 20 pounds of force and less force frequently to move objects. Physical activity related to this position may include climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data figures, visually inspect equipment to find small defects, perform extensive reading, and use a computer terminal. An employee in this position may be subjected to indoor and outdoor environmental conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of community recreational work; good knowledge of the functions of a community recreation center; some knowledge of first aid; good knowledge of the interests and the needs of the age groups that participate in the center's activities; ability to develop and maintain effective working relationships with co-workers and with activity participants; ability to develop long term plans and programs and to evaluate work accomplishments; ability to use a computer; ability to establish and maintain good working relationships with other city officials and employees, and with the general public; initiative and resourcefulness, good organization skills, thoroughness and dependability.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from high school or GED and at least two years' experience in planning special events and recreational activities. Prefer graduation from an accredited college or university with major course work in recreation and parks administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must possess a valid driver's license.

**OTHER CERTIFICATIONS:** Associates degree in parks and recreation or sports management or related field, Bachelor's degree in parks and recreation or sports management or related field. Prefer CDL with passenger endorsement. Certification in First Aid/CPR. Certified Park and Recreation Professional, Provisional Park and Recreation Professional, Associate Park and Recreation Professional,

**EMPLOYEE BENEFITS:** 401K/457b Prudential Retirement, Local Government Retirement, Medical, Dental, Vision, Life Insurance, Sick Allowance, Vacation, and Holiday

**HOW TO APPLY:** Submit application with resume online at [www.cityofbelmont.org](http://www.cityofbelmont.org) or mail application with resume to City of Belmont, Attn: HR Dept., PO Box 431, Belmont NC 28012.

***Pre-Employment Drug Screening is Required***

*Equal Opportunity Employer*

*Position Open Until Filled*