



JOB POSTING

West Bloomfield Parks is seeking a **Recreation Programmer** for our Department's Adult Softball and other sports programming. In addition, this position will assist in our summer Walking Club and Biking Club. Duties will include office and on-site work. Office work will include program set-up, league coordination, program budgeting and equipment organization. It will also include visits to sports fields to interact with staff, volunteers & customers/players.

The position is part time February-October, averaging 20 hours per week/weekday evenings; other occasional opportunities may be offered for shifts for special events or as other leagues or esports added.

JOB SUMMARY:

- Must be 18 or older
- Some basic sports knowledge, including scheduling required
- Experience in athletic team scheduling preferred
- Knowledge of Softball
- Umpiring skills preferred

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to www.wbparks.org and click on Employment Opportunities.

HOURS: Approximately 20 hours per week & must be available some of the below times/days:
Adult Softball: 6- 9 pm Wednesdays and 6-10:30 pm Thursdays
Office time will be scheduled as needed.

HOURLY RATE: Starting at \$15 with merit scale ranging from \$15-\$19.25. Not to exceed 720 hours per year.

TO APPLY: To be considered for this position, **please submit a completed application and resume to:**

West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Blank applications are available at West Bloomfield Parks and Recreation or download a copy online at www.westbloomfieldparks.org.



Recreation Activities Center
4640 Walnut Lake Road
West Bloomfield, MI 48323



www.wbparks.org



info@wbparks.org



248.451.1900



Job Description

Job Title: Recreation Programmer

Department: Recreation

FLSA Status: Non-Exempt

Salary Grade: Grade 5

Position Description Summary:

The Recreation Programmer plans, develops, coordinates and delivers various recreation programs for community. This position also plans, develops and coordinates special events and the department volunteer program.

Working Hours:

Typical work hours will be 8am-4:30pm, Monday-Friday. Some evening and weekend work may be required.

Essential Function(s) of the Position:

The duties listed below 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 level and/or class of this position.

- Plan, develop and coordinate general recreational programs and activities for youth, adults and families of the community.
- Research and develop new and innovative programs for the community.
- Prepare reports regarding divisional operations, statistics and finances as required, from the registration software.
- Develop and coordinate programs and special events that meet the needs and goals of the Recreation Division.
- Manage the implementation of approved budget(s); assures actual revenue and expenditures are within budget(s) and recommends changes as appropriate.
- Work cooperatively with the Marketing Coordinator to market and promote assigned recreational programs, activities and special events.
- Investigate and resolve issues and concerns regarding recreational operations, programs, and activities.
- Establish and maintain relationships with potential program sponsors, the media, and community agencies/groups to foster a positive image of the West Bloomfield Parks & Recreation Commission and coordinate delivery of recreational programs/services.
- Monitor customer satisfaction with recreational programs and activities via surveys and other performance measures.
- Interview, hire and train seasonal staff for the various recreation programs.
- Order supplies and equipment for assigned programs, activities and special events.
- Conduct research necessary to resolve customer issues and concerns; make necessary adjustments or recommend a plan to resolve the issue.

- Provide information and assistance to program participants, staff, program instructors and the general public in person and over the phone; direct the person to other staff as appropriate.
- Attend conferences and seminars to promote professional development.
- Adhere to Commission guidelines, policies and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High School diploma or equivalent. A Bachelor's degree in recreation management or related area is preferred.
- Minimum of one (1) years of related recreation experience.
- Experience of working in an office setting and able to deliver highly effective customer service (in person or phone).
- Must be proficient in Microsoft Word, Excel and Publisher. Must be able to type quickly and accurately.
- Basic knowledge of RecPro is preferred.
- First Aid and CPR Certification within six months of hire in date.
- Valid State of Michigan Driver's License.

Knowledge, Skills and Abilities:

- Strong communication skills.
- Ability to express ideas clearly and concisely.
- Ability to successfully lead staff.
- Good organizational skills with emphasis on detail.
- Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
- Ability to take the lead in handling customer requests and to furnish information to the general public.
- Ability to teach and maintain excellent customer service skills.
- Ability to organize work and be able to work independently, as well as with a team.
- Ability to exercise mature judgment and initiative in analyzing programs and recommending solutions.
- Must be productive, courteous, flexible, resourceful and creative as well as have effective work skills.
- Ability to operate various pieces of office equipment.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

Office equipment used includes computer, fax machine and large capacity printer.

Physical Demands:

This position is primarily an office position therefore must be able to sit for long periods of time at a computer work station, typing and making phone calls. Some field time required so must be able to stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 25 pounds.

This is a safety sensitive position and drug screenings may be required.

Mental Demands:

While performing the duties of this position, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents, analyze and solve problems, observe and interpret situations; learn and apply new information; and interact with members of the public and Commission staff.

Working Conditions:

Must be able to work in a fast paced environment and able to meet various deadlines. May be exposed to extreme heat/cold when occasional field time is required.

Reporting Relationships:

A person in this position will work under the Recreation Superintendent.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature

Date

Executive Director Signature

Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.