



2023 JOB POSTING
Part Time Wellness Programmer for Seniors

West Bloomfield Parks is hiring a part time wellness programmer to plan and coordinate the Department's programs, events, classes, lectures, social and fitness offerings. The position is part time approximately 24 hours per week, weekdays; with occasional evenings and weekends scheduled, based on program schedule. This position will be based out of Connect Senior Center.

JOB SUMMARY: Recreation Programmers plan, develop, coordinate and deliver recreation programs and events, as assigned. Programs and events include independent contracted services (classes, lectures), drop-in programs (social, fitness), and special events.

This could also entail program series' such as club-based activities or monthly meetups such as Walk WB or Brisk Weather Walkers. This wellness programmer will run the Volunteer Coordination for Connect programs. This position is responsible for course entry into database software, roster management, writing staff reports, maintaining program budgets, equipment, and supply organization, tracking program inventory, and other supporting roles regarding program management.

This position works in close collaboration with the other recreation programmers, Customer Service Representatives (CSRs), and facility managers regarding public programs and events. Work is performed with some degree of latitude of independent judgment and action, under the direction of the Manager and delegated supervisor. Duties will include office and off-site work. This position supports recreation and senior services as assigned.

HOURS: Part time, approximately 24 hours per week, starting October 16th; 1200 hours per year. Typical work hours will be between 8:30-4:00PM. Hours may vary occasionally, with occasional evenings and weekends. Flexible schedules can be offered depending on the program schedules. Senior Services Manager will work with candidate to determine actual schedule.

QUALIFICATIONS: Must be 18 years or older; Applicants must hold a High School Diploma; CPR, First Aid, AED, Epi Pen certification preferred or we will provide. Must pass a criminal history check as well as central registry clearance.

HOURLY RATE: \$15.45-19.83 per hour depending on qualifications

START DATE: October 16, 2023

TO APPLY: To be considered for this position, please submit a completed application and resume on or before **September 25, 2023**. Position open until filled.

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

Applications are available for download here: wbparks.org/employment.

Job Description

Job Title: Wellness Programmer for Seniors

Department: Recreation

FLSA Status: Non-Exempt

Salary Grade: Grade PT2

Position Description Summary:

Recreation Programmers plan, develop, coordinate and deliver recreation programs and events, as assigned. Programs and events include independent contracted services (classes, lectures), drop-in programs (social, fitness), and special events.

This position works in close collaboration with the other recreation programmers, Customer Service Representatives (CSRs), and facility managers regarding public programs and events. Work is performed with some degree of latitude of independent judgment and action, under the direction of the Recreation Manager and delegated supervisor. Duties will include office and off-site work. This position supports recreation and senior services as assigned.

Working Hours:

Part time, approximately 24 hours per week, starting October 2nd; 1200 hours per year. Typical work hours will be between 8:30-4:00PM. Hours may vary occasionally, with occasional evenings and weekends. Flexible schedules can be offered depending on the program schedules. Senior Services Manager will work with candidate to determine actual schedule.

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, coordinate and deliver recreation programs and events that meet the needs and goals of the Recreation Division.
- Research and develop new and innovative programs for the community, as directed.
- Maintains consistent and adequate instructor communications.
- Prepare reports regarding divisional operations, statistics, and finances as required, from the registration software. Course entry into database software and roster management is expected.
- Participates in WB Parks meetings such as staff meetings, programmer meetings, 1:1 meetings, organization meetings, and division meetings. Meeting attendance is mandatory as scheduled by the supervisor.
- Engages and interacts consistently with participants and co-workers. Communicates with staff and supervisors. Proactive when challenges arise. Oversees program setup and break down or coordinates to ensure it is scheduled for.
- Takes initiative in assigned programs and event operations.
- Takes initiative in scheduling and executing 1:1 meetings with direct supervisor.
- Manage the implementation of approved budget(s); assures actual revenue and expenditures are within budget(s) and recommend changes when appropriate.
- Host or participate in online meetings such as on Zoom and be able to use online meeting tools such as Chat feature and Share Screen.
- Work cooperatively to meet publication deadlines with the Marketing Coordinator to market and promote assigned recreational programs, activities, and special events.
- 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 the delivery of recreational programs/services.

- Investigate and resolve issues and concerns regarding recreational operations, programs, and activities. Responds to customer concerns.
- Monitor customer satisfaction via surveys and other performance measures.
- 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.
- Anticipating workloads during busier weeks of those weeks that have many demands.
- Adhere to Commission guidelines, facility setups, policies, and procedures.
- Other duties as assigned.

Education/Experience/Licenses/Certificates

- High School diploma or equivalent preferred.
- Minimum of one (1) year of related recreation experience.
- Experience working in the public sector, with senior citizens and/or program/event planning.
- Experience working with a diverse population is preferred.
- Experience working in an office setting with the ability to deliver highly effective customer service (in person or by phone).
- Experience in Microsoft Word, Excel, and Publisher.
- Must be able to type quickly and accurately.
- Basic knowledge of Rec Pro Software is preferred.
- First Aid and CPR Certification within six months of hire.
- Valid State of Michigan Driver's License.

Knowledge, Skills, and Abilities:

- Ability to organize work and be able to work independently, as well as with a team.
- Ability to establish and maintain effective working relationships with site supervisors, co-workers, instructors, program participants, volunteers, and the general public.
- Ability to respond to supervisor requests in a timely and professional manner, specifically with email/phone/text communication.
- Ability to adhere to given deadlines with good leadership skills.
- Ability to handle customer requests and furnish information to the general public.
- Ability to organize and conduct leagues including the ability to create athletic schedules, host manager meetings, and create standings.
- Must be productive, courteous, flexible, resourceful, and creative with effective work skills.
- Must know methods used when organizing programs and events; sporting leagues as assigned including creating staff plans and maintaining outlook calendar tools.
- Must be able to prioritize programs and follow deadlines.
- Must follow program budgets that are provided.
- Must be able to create and document recreation checklists.
- Must follow planning procedures and prepare contractual agreements as requested.
- Must have strong communication skills with the ability to express ideas clearly and concisely.
- Must have good organizational skills with an emphasis on attention to detail.
- Must exercise mature judgment and initiative in analyzing programs and recommending solutions and communications.
- Must be able to resolve problems and exchange information with peers.
- Must have the skills to handle problem situations in a tactful, courteous and respectful manner and be professional in appearance.

Equipment, Machinery, Tools, and Vehicles Used:

Computers, copiers, general office equipment, membership scanner (attached to software), recreation minivan, ping pong tables, recreation tents, and other items deemed necessary.

Physical Demands:

This position is primarily an office position, therefore, one must be able to sit for long periods at a computer workstation, typing and making phone calls. Field time or time outdoors may be required so one must be able to stand for periods and withstand the outdoors for some periods, in all elements. Must be able to lift 25 pounds. Must be able to put up or assist with equipment setup.

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. Programs may not be assigned to the main work site and off-site coordination is expected.

Benefits:

This position is ineligible for all benefits, including participation in the 401a.

Reporting Relationships:

A person in this position will work under the Recreation Supervisor or Senior Services Manager. This position may schedule and communicate with site supervisors, as assigned.

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.