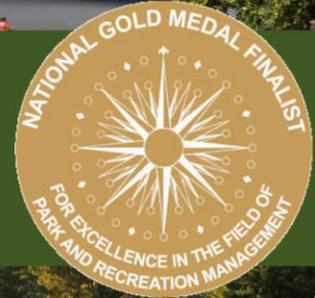




**City of Roswell Recreation & Parks Job Vacancy:
Recreation Program Specialist**



Description:

Provides and implements the therapeutic recreational scope of service for the City’s senior citizens and therapeutic recreation services programs. Work is performed under technical supervision.

Status:

Part-time; day and evening shifts are a possibility for an average of 25-29 hours per week.

Pay:

\$13-\$14/hour

Requirements:

Bachelor’s degree in Recreation Management or Therapeutics preferred but not required. Some recreation and/or therapeutic programming experience is preferable. May be required to operate a motor vehicle and transport individuals in performance of assigned tasks. Ability to lift up to 25lbs for set up and breakdown of programs and events. First Aid, CPR, and AED certification or ability to obtain within the first 6 (six) months of employment.

Basic Duties and Responsibilities:

Performs/assists in planning, organizing, and implementing assigned programs and activities, i.e. senior programs, leagues, trips, educational/cultural programs for targeted population.

Plans and implements activities, events, and programs to meet the needs of individuals with various intellectual/ developmental disabilities of all ages. (year round activities, aquatics and summer camps).

Recruits and obtains instructors, negotiates contracts, sets fees, schedules facilities, develops publicity, processes registration, monitors and evaluates activities, processes payments, and maintains statistical information on attendance and revenue. Makes independent decisions regarding programs or participants.

Facilitates inclusion of individuals with disabilities into recreation and parks activities.

Coordinates externally with cooperating agencies. Meets with citizens, community and advocacy groups, Board of Education and other local, state, and federal government agencies' staff to identify needs, plan programs, answer questions about recreation programs and represent the Division on issues related to leisure services for individuals with disabilities. Assists with needs assessments through surveys, focus groups and evaluating trends.

Assists with planning and implementing fundraising activities.

Assists in coordinating and developing training workshops for department staff. Assists in opening and closing procedures of facility.

Recruits, trains, and supervises volunteers. Plans, schedules, and assigns work.

Helps publicize programs and special events in newsletters, flyers, news releases and ads. Registers participants for classes and activities, entering data, taking payments, filing records and provides customer service. Answer phone calls, providing facility information such as rentals, class schedules and equipment distribution.

Assists in budget preparation for programs and monitors revenues and expenditures. Prepares purchase requisitions, invoicing, and initiates instructor contracts.

Attends various meetings relating to department functions.

Attends workshops and classes related to senior programming and therapeutic recreation. Performs other related duties as assigned.

Applications are accepted on-line only at www.roswellgov.com/employment

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.