

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Recreation Programmer**

**POSITION NUMBER: PR1025A**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under the direction of the Recreation Program Supervisor, serves as a member of the Recreation Division/Park Services Division. The Recreation Programmer is responsible for the cultivation, development, and monitoring of diversified programs in collaboration with recreation staff. They will drive the growth and development of current programming and find opportunities for cross-pollination within the department, with partners, and the community. Performs other duties as assigned.

**WORK PERFORMED**

**45% Implementation of Programs** – Using the CAPRA Recreation Program Plan, develops and manages programs in the centers, green spaces, and parks. Researches current trends, initiates new programming with goals for establishing best practices while increasing attendance and collaboration with community resources. Includes recording data, creating activity timelines, conducting surveys, assisting in news releases, flyers and other printed material. Prepares reports and maintains records of program activities. Makes continuous evaluation of all programs and services offered.

**25% Supervising** – Hires and schedules Rec+Roll Ambassadors for the Rec+Roll van. Schedules and promotes the van in parks and at community events. Supervises intermittent and instructors at activities to ensure quality programming, excellent customer service, and safety of participants. Assists the Supervisor in developing and implementing policies and procedures; provides information and recommendations for programming. Plans long term and short-term goals for core area programs. Demonstrates the ability to plan, organize, and prioritize the work of others.

**20% Customer Service** - Possesses a sense of integrity and commitment to internal and external customer satisfaction. Exhibits the ability to communicate clearly and professionally, both verbally and in writing. Shows strong decision making and analytical abilities in approaching customer service issues. Uses strong communication/listening skills in daily activities.

**10% Other Duties as Assigned.**

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## KNOWLEDGE, ABILITIES AND SKILLS

### Knowledge of:

- Recreation activities and equipment
- Kansas Department of Health and Environment Child Care licensing regulations.
- Human resources management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Office practices and procedures.
- English usage, spelling, grammar, written communication and arithmetic.
- Office management, organization and procedures.
- County operations, rules, regulations, policies and procedures.
- Microsoft Office and other computer software packages.
- The operation of office equipment, personal computers and communication systems.
- Standard formats for correspondence, reports and forms.
- Record keeping and reporting methods.

### Ability to:

- Plan and direct the work of others.
- Work independently without detailed instruction.
- Understand and follow verbal and written instructions.
- Communicate information effectively, concisely and accurately, both verbally and in writing.
- Apply and explain rules, regulations, policies, and procedures.
- Use basic word processing, spreadsheet, and database applications.
- Maintain accurate, up-to-date records.
- Operate general office equipment, telephone, personal computer and a motor vehicle.
- Use basic math and formulas to track and complete presentations.
- Compute, verify and compare figures.
- Establish and maintain effective working relationships with employees, the public and other County personnel.

### Skill in:

- Providing leadership and direction to employees.
- Interpreting County rules and resolutions.
- Customer service.
- Operating common office machines, a personal computer and software, in particular: Microsoft Office Professional (Word, Excel, PowerPoint, Publisher and Access).

## PHYSICAL REQUIREMENTS

N-Never    O-Occasional (1%-33%)    F-Frequent (34%-66%)    C-Continuous (67%-100%)

|                 | N | O | F | C |                   | N | O | F | C |                     | N | O | F | C |
|-----------------|---|---|---|---|-------------------|---|---|---|---|---------------------|---|---|---|---|
| <b>HANDS</b>    |   |   |   |   | <b>BODY/TRUNK</b> |   |   |   |   | <b>OTHER</b>        |   |   |   |   |
| Reaching        |   |   | X |   | Sitting           |   |   | X |   | Driving             |   |   | X |   |
| Pushing/Pulling |   |   | X |   | Bending           |   |   | X |   | High Elevation      |   | X |   |   |
| Climbing        |   | X |   |   | Reaching          |   |   | X |   | Unprotected Heights | X |   |   |   |

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|                 |   |   |   |                  |   |   |                                   |   |   |  |
|-----------------|---|---|---|------------------|---|---|-----------------------------------|---|---|--|
| Throwing        |   | X |   | Lifting          |   | X | Around Moving Machinery           |   | X |  |
| <b>ARMS</b>     |   |   |   | Carrying         |   | X | Driving Automotive Equipment      |   | X |  |
| Reaching        |   |   | X | Jumping          | X |   | Exposure to Dust, Gases and Fumes | X |   |  |
| Lifting         |   | X |   | Twisting         | X |   | Cramped Body Position             | X |   |  |
| Pushing/Pulling |   | X |   | Squatting        | X |   | Sustained Positions               | X |   |  |
| Carrying        |   | X |   | Turning          |   | X | Noise Levels (Excessive)          | X |   |  |
| Throwing        | X |   |   | <b>LEGS/FEET</b> |   |   | Electrical Hazards                | X |   |  |
| <b>EYES</b>     |   |   |   | Walking          |   | X | Slippery Surfaces                 | X |   |  |
| Near Vision     |   |   | X | Standing         |   | X | Work Above Ground                 | X |   |  |
| Far Vision      |   |   | X | Sitting          |   | X | Work Below Ground                 | X |   |  |
| Color Vision    |   |   | X | Carrying         |   | X | Irregular Surfaces                | X |   |  |
| <b>VOICE</b>    |   |   |   | Climbing         | X |   | Moving Objects                    | X |   |  |
| Talking         |   |   | X | Jumping          | X |   | In High Volume Traffic            | X |   |  |
| <b>EARS</b>     |   |   |   | Turning          |   | X | Exposure to Marked Changes in     |   |   |  |
| Hearing         |   |   | X | Lifting          |   | X | Temperature and Humidity          |   | X |  |

**EQUIPMENT USED**

Personal Computer  
Printer

Telephone  
Photocopier

Fax Machine  
Vehicles

Office Furniture

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university in Parks and Recreation Management (administration), Recreation, or a related field with course work in park administration, budgeting, child development, public speaking, business, recreation programming, education, psychology and sociology; OR commensurate experience.
- Three (3) years' experience in recreation field. A Graduate Degree in the areas listed above may be substituted for two (2) years of experience.
- Two (2) years' supervisory experience.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
  - (HR-2013-2) Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

- Required to pass a pre-employment physical and drug screen.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

|                                                              |               |
|--------------------------------------------------------------|---------------|
| _____<br>Employee's Signature / Printed Name                 | _____<br>Date |
| _____<br>Administering Supervisor's Signature / Printed Name | _____<br>Date |
| _____<br>Appointing Authority's Signature / Printed Name     | _____<br>Date |

Created: 8/15

Revision History: 05/24