

RECREATION PROGRAM SPECIALIST (GOLF) - PARKS & RECREATION

109

\$39,492.87 - 50,353.31

APPLICATION DEADLINE: OCTOBER 1, 2022

JOB SUMMARY

This position is responsible for quality delivery of life-skills and golf development and supervision of daily golf operations. Collaborates with local agencies and organizations to ensure an effective and efficient approach to golf programming and performs related professional, administrative and programmatic supervision work as required. The incumbent works within a general outline of work to be performed, and develops work to be performed, and develops work methods and sequences under general supervision.

ESSENTIAL JOB FUNCTIONS:

- Assist in teaching and leading First Tee life-skills and golf development programs;
- Promote and monitor social media outlets for program news and events;
- Assists in ensuring department compliance with all City policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations;
- Assists in seeking and securing sponsorships and other funding support for golf programs and activities;
- Plans, coordinates and implements assigned golf programs and events for youth and adults, instructional clinics, and special events;
- Assists in recruiting and coordinating the work of volunteers; conducts certification clinics for coaches and volunteers;
- Collects and accounts for program fees and other monies;
- Evaluates programs for effectiveness; makes recommendations for changes to improve programs, services and participation as appropriate;
- Collaborates with other City divisions, departments and outside organizations as appropriate to maximize the success;
- Maintains assigned equipment;
- Prepares and submits required activity reports;
- Designs and implements new programs;
- Operations community outreach programs;
- Manages assigned facilities and ensures safety;
- Receives and responds to inquiries, requests for assistance, concerns and complaints of program participants and the general public;
- Attends City, staff and community meetings and events as appropriate;
- Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, ordering supplies, etc.;
- Attends training, workshops, conferences, etc., as appropriate to enhance job knowledge and skills; and
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in sports administration, parks and recreation administration, leisure services or closely related field;
- Two (2) year of relevant prior experience;
- Valid South Carolina Class "D" Driver's License;
- CPR and First Aide certifications within six (6) months from date of hire.
- Able to work flexible schedule, including Saturdays

Knowledge, Skills and Abilities:

- Must become proficient in the delivery of Target, Player, Par, Birdie, Eagle and Ace lesson modules;
- Knowledge of the game of golf including instruction and rules;
- Knowledge of addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages;
- Ability to express ideas clearly and concisely both orally and in writing with excellent organization and interpersonal skills;
- Ability to coordinate or determine time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities;
- Ability to provide information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants;
- Ability to handle or use machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment;
- Ability to perform coordinating work involving guidelines and rules, with constant problem-solving;
- Ability to read journals, manuals and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar and style;
- Ability to perform specialized technical or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure; and
- Ability to take actions of others, requiring almost constant decisions affecting co-workers, customers, clients or others in the general public; works in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

PHYSICAL DEMANDS:

The work is considered light in nature and involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs in athletic activity. The work requires the following physical abilities to perform the essential job functions: balancing, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS:

Work environment may involve exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, fumes and/or noxious odors, traffic, toxic/caustic chemicals, violence; and is dynamic that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.