

CAÑON CITY AREA METROPOLITAN RECREATION AND PARK DISTRICT

JOB DESCRIPTION

Title: Recreation Technician

Supervisor: Programs Director

FLSA Status: Non-Exempt

June 2019

Purpose or Goal of the Position

This individual performs professional recreation work including: supervision of recreation officials, staff, coaches, and volunteers onsite during sports programs, and special events; general clerical support; assistance with marketing, organization, implementation and evaluation of activities, programs, and events. This position is responsible for assisting with planning, supervision, advertising, and evaluation of recreation activities at the office, parks, schools and other facilities. General instruction regarding job assignments and tasks is received from the Programs Director and Sports Coordinator. Also, this position serves as a back-up to various office functions including phone coverage, cash handling, Facebook posts, website and programming software reviews, and registering of customers for programs.

Prerequisites

You must have considerable knowledge of some major phases of recreation work, such as sports and games, or programming. You must have the ability to instruct participants and volunteers in individual and group activities, knowledge of a variety of computer software programs including Word, Excel, Outlook and Website updates. Additional prerequisites include the ability to tactfully work with the public to effectively solve disciplinary problems, the ability to train, supervise and plan the work of coworkers, the ability to maintain financial and activity records and make reports. You must possess a valid Colorado Driver's License.

Essential Job Functions

1. Acts as on-site supervisor during both adult and youth sports programs.
2. Assists supervisors, Programs Director and Sports Coordinator, with schedule, staff, volunteers, meetings, and other general office duties, including phones, registrations, and other tasks.
3. Completes annual inventory of equipment and supplies.
4. Assists supervisors with the issuance, use, care, and maintenance of recreation supplies and equipment.
5. Assists in promoting recreation activities through creative advertising, marketing, and the production of the Activity Guide.
6. Assists supervisors with public relation tasks for the District.
7. Assists supervisors with special events.
8. Coordinates sponsorships and donations for the Recreation District.
9. Solicits volunteers for recreation programs.
10. Attends staff meetings.
11. Performs other work as required by supervisors.