

RECREATION PROGRAM PLANNER

Department: Parks, Recreation and Cultural Affairs

Classification: Competitive

Specification Number: 2390

Approved: 3/7/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a standard senior high school and four (4) years of experience in planning recreational programs.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for the planning of the Town recreation programs. Responsibility includes the administration of recreation programs and may include oversight of summer park and beach programs. Work is performed under the direction of an administrative supervisor, and is reviewed through conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Develops plans for recreation programs including descriptions of each program, staff and equipment needed, time and dates, purchase of trophies and tee-shirts, fees, and projected profit or expenses to the Town;

Evaluates programs to determine necessary improvements;

May have administrative oversight of parks and beaches, with responsibility for overseeing operations and records of fees collected, and general supervision of seasonal staff;

Makes visits to programs to observe instructor and participants;

Responds to public inquiries and complaints regarding programs;

Assists in preparing written reports on program activities and services;

Attempts to attract sponsors to share expenses of programs;

Publicizes programs and dates for release of material;

Assists with registration for planned activities;

Assists with reconciliation of fees collected and registration information.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles and methods of recreational programs; good knowledge of effective administrative techniques; good knowledge of planning programs and equipping recreational facilities; some knowledge of the techniques of publicity, promotion and public relations; ability to supervise personnel in a manner conducive to full performance and high morale; ability to maintain records and prepare reports; physical condition commensurate with the demands of the position.