

# JOB POSTING

## WALLINGFORD PARKS & RECREATION DEPARTMENT

### Assistant Recreation Program Specialist

\$25.00 PER HOUR

19.5 HOURS A WEEK

There is (1) opening for an Assistant Recreation Program Specialist at the Wallingford Parks and Recreation Department. The duties and requirements are indicated on the job description attached to this posting. Any person who possesses the minimum qualifications and wishes to apply for this position may do so by submitting a resume, cover letter and application form.

#### PLEASE RETURN RESUME, APPLICATION & COVER LETTER TO:

#### WALLINGFORD PARKS & RECREATION DEPARTMENT

#### ATTN: KENNY MICHAELS, DIRECTOR OF PARKS AND RECREATION

6 FAIRFIELD BLVD.

WALLINGFORD, CT. 06492

Applications taken through Indeed will suffice as well.

#### General Description:

- **GENERAL DUTIES:** This is a part time position involved in assisting in the planning and coordination of recreation and inclusive recreational programs, events and activities. Potential focus areas to include Health and Fitness Programming and Adaptive Recreation. Work involves assisting in the coordination of recreation activities involving the planning, organizing, scheduling and implementing or recreation and inclusion programs including, but not limited to, Health Fitness, Adaptive Recreation, Youth, Teen, Adult Programming and Special Events. The work requires the employee to have good knowledge, skill and ability in a variety of aspects of public recreation program needs.
- **ADDITIONAL DUTIES:** Assists in the recruiting and training of program instructors for the various recreation, health fitness and inclusion programs. Assists in the design and development of seasonal program brochure. Recruits and coordinates training of mentors from the community to work with program participants that require additional attention. Facilitates informal meeting for parents of children involved in inclusion programs as well as various civic organizations, town agencies and mentors. Performs work as assigned for department-sponsored special events. Provides feedback to staff to help maintain an inclusive environment. Works with instructors on a case by case basis to make inclusive modifications to programs. Maintains communication and works with other municipalities and organizations about joint programming and partnerships. Maintains accurate filing system for all facets of adaptive and

other recreation programs and prepares reports as assigned. Stays up to date on latest fitness program trends. Performs other duties as required.

- **SUPERVISION RECEIVED:** Receives supervision from the Recreation Director or his/her designee.
- **SUPERVISION EXERCISED:** May be assigned to supervise volunteers, mentors, program instructors and special event staff.
- **KNOWLEDGE, SKILLS & ABILITIES:** Good knowledge of needs and behaviors of participants in an adaptive recreation setting is preferred but not required. Good knowledge of activities and programs designed for inclusion. Good knowledge of all recreation aspects in general and other recreational activities typically offered by a comprehensive community recreation center. Good ability to communicate effectively with program participants, parents, staff, civic groups and media. Good ability to plan, organize and carry out programs for all individuals. Good ability to establish and maintain effective working relationships with co-workers and superiors, volunteers and the general public. Good ability and knowledge in the use of contemporary hardware and software such as Microsoft Office and recreation management software such as MyRec.
- **QUALIFICATIONS:** Bachelors Degree from a recognized college or university in Community Recreation, Physical Education, Therapeutic Recreation, Sports Management or a related field. Candidate must possess minimum of one (1) year of experience in community recreation, inclusion or adaptive recreation.
- **SPECIAL REQUIREMENTS:** Must possess and maintain a valid State of Connecticut Motor Vehicle Operator's License. Candidate must also be able to work a flexible work schedule.
- All outside candidates will be screened based on the qualifications listed on the appropriate job description and proceed to the interviewing process when appropriate.
- When determining wages offered to all new staff a Wage Calculation will be determined by the Director of Parks and Recreation.
- Before an offer of hire can be made all candidates are required to complete the necessary background release, drug/alcohol screening and provide a physical form/TB screening within the last year.
- Upon hire all new staff members will meet with the Director and review the employee handbook, job duties, policies and procedures.