



JOB TITLE Recreation Programmer	DATE February 27, 2007 Revised: 10/19/2011
DEPARTMENT City Services	COMPARABLE WORTH RATING
REPORTS TO – City Services Director	

SCOPE OF POSITION:

General Statement of Duties: This position is responsible for planning, organizing, and coordinating recreation programs for the City of Hibbing

Supervision Received: City Services Director

Working Environment: Indoors and outdoors environment.

Supervision Exercised: Exercise general and technical supervision and training over program instructors, volunteers, lifeguards, and other seasonal staff.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Director:

- Designs, plans, organizes, and supervises recreation programs for youth, adult, and special population.
- Serves as liaison to community and state organizations in program development.
- Reserves arena facilities and rooms and coordinate use with customers.
- Promotes and publicizes programs through public media and department brochures and flyers.
- Recruit and train volunteers for programs.
- Coordinate schedules with ice time.
- Responds to citizen concerns and complaints, resolves issues.
- Provides input to the Manager for budget preparation; assist in monitoring the budget during the year.
- Conducts evaluations and surveys of current programs and facilities to determine needs and wants of customers as well as determining the quality of programs, services and facilities offered by HP & R
- Order equipment, supplies, and services as needed and required for proper and efficient operation of the department.
- Act as a liaison with public and represents the City of Hibbing to groups and organizations when needed.
- Attend training seminars or educational workshops as required.
- Write specific program details for the on-line registration system according to the guidelines set forth by the on-line system administrator.



- Download data from the major database and prepare various registration and attendance reports for all class instructors.
- Provide mandatory yearly American Red Cross certification training.
- Maintain all appropriate OSHA reports for water safety staff.
- Acts as a liaison with the American Red Cross to provide mandatory quarterly reports on water safety staff and participants in instruction levels.
- Keep necessary records, make necessary reports, and provide information to the Manager.
- Assist in developing long-range plans for the department; assist and adjust priorities to meet shifting long-range plans and emergencies.
- Research feasibility and cost of alternative methods of providing services to the public.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of Lyme's disease control and ultra violet exposure.
- Considerable ability to communicate tactfully and effectively, both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, City staff, and the general public.
- Considerable ability to plan and analyze department operations, develops alternatives, and determines costs.
- Considerable ability to solicit corporation contributions.
- Considerable ability to recruit and train volunteers.
- Considerable ability to prioritize work projects.
- Ability to lift up to 40 lbs.
- Knowledge and ability to deal with blood borne pathogens and bodily fluids incidents.
- Considerable computer skills requiring ability to create Program brochures, Word documents, and Excel spreadsheets.

MINIMUM QUALIFICATIONS

- Two years recreation experience
- High School Diploma or Equivalency
- Able to lift and carry up to 40 lbs
- Valid Class "D" License

PREFERRED QUALIFICATIONS:

- Minimum of two (2) years college education.
- Certification WSI; LGI, CPR pro rescuer.
- Able to lift and carry up to 40 lbs.
- Valid Class "D" Driver's License.



REVIEWED AND APPROVED BY:

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Staff Representative –AFSCME

4/10/13

Date

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City of Hibbing – Administrator

4-10-13

Date