City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Recreation Program Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>REPS</td>
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<td>Job Family:</td>
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<td>Pay Grade:</td>
<td>17</td>
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<td>Date Revised:</td>
<td>2/10/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for planning, directing, and managing public programming for Parks and Recreation Department.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Recommends and assists in the implementation of goals and objectives; establish schedules and methods for providing recreation services; recommends and implements policies and procedures; researches and recommends new programs, activities, and special events for the Recreation Division facilities.
- Participates in the preparation and administration of the Recreation Division budget: submits budget recommendations; monitors and prepares detailed revenue and expenditures reports for evaluation of programs; recommends fees to meet projections and costs; solicits funding from outside agencies and corporate sponsors for special programs and events; expenditures; solicit funding from outside agencies and corporate sponsors for special programs and events.
- Develops, plans, organizes and schedules activities for assigned recreation facilities, including meetings, special programs, seminars and related activities; collects fees and deposits for recreation facility rentals.
- Works with City departments and other agencies that are associated with the municipality for planning special events and other Recreation Division management.
- Works with City departments and other agencies associated with the municipality special events and other Recreation Division management issues.
- Organizes, plans and supervises competitive and recreational sports programs, instructional public seminars, workshops, and cultural programs for all ages and skill levels to meet the community needs; conduct registration of classes and programs; and collects fees.
- Develops, designs, and creates promotional and marketing materials, including flyers, brochures, signs to promote recreational activities; works closely with the media such as radio, TV, and newsprint to promote the Recreation Division and related activities.
- Performs cleaning and maintenance duties as necessary.
- Prepares and maintains various reports.
- Demonstrates knowledge of sports activities and tournament and league scheduling, office equipment, and office procedures.
- Directs, coordinates, and evaluates units.
- Supervises between 40 -150 non-benefited employees at any given time throughout the year.
- Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws.
- Interviews, hires, and trains employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.
- Responsible for the contracts and rental payments of outside organizations using our recreational facilities.
- Coordinate, schedule, and staff concessions and ordering stock. Golf course specialist is in charge of the pro shop operations and golf cart fleet.
Qualifications:

Education and/or Experience:

Bachelor’s degree from four-year college or university in Recreation or related field; or 6 years related experience and/or training in recreational program implementation.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Aquatics - *Lifeguarding Instruction, Water Safety Instruction, and obtain Swim Lesson Instructor Trainer.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.