



## Muskingum Watershed Conservancy District Position Description and Requirements

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|-----------------------------|----------------------|------------------------|----------------------------|
| <b>Position Title:</b>      | Program Leader       | <b>Date:</b>           | December 19, 2016          |
| <b>Department:</b>          | Recreation           | <b>Classification:</b> | Seasonal (S)/ Variable (V) |
| <b>Reports to:</b>          | Park Manager         | <b>FLSA Status:</b>    | Non-exempt                 |
| <b>Directly Supervises:</b> | Program Assistant(s) |                        |                            |

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### Summary of Responsibilities

Responsible for scheduling, coordinating, and/or facilitating activities within the park or campground for camper and daily guests. May be involved in special park projects and tasks and assists in setting up and maintaining special events. Develops and plans programming budget within guidelines set forth by the Park Manager.

Maintains a clean and safe Activity Center facility.

Practices standard MWCD safety procedures in performing job duties and assists other MWCD personnel as required.

Provides excellent customer service when interacting with MWCD guests.

### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

**Essential Functions** *include the following. Other duties may be assigned.*

Provides activities for camper and daily guests. Provides organized activities to meet the needs of guests in coordination with other park activities. Plans, schedules, and presents programs for all age groups. Schedules outside exhibits, demonstrations, crafts, speakers, etc. to assist and provide programs. Works in coordination with Park Manager on all such activities.

Coordinates and assists in pre-program preparation and post-program cleanup. Maintains attendance and other records. Plans, coordinates, and implements special events. Coordinates volunteer staffing to assist with special events and park programs. Secures donations and sponsors for park activities and special events through proposals and personal contact with businesses and individuals. Completes sponsorship agreements and follow-up contacts. Prepares Special Event Permits and verifies requirements are met.

Processes agreements and permits within allotted times meeting MWCD criteria for such. Coordinates booking of DJ services, bands and other entertainment. Processes entertainment contracts and coordinates purchase orders for payment of same. Develops weekly schedules of activities and yearly calendar of events. Coordinates advertisement and promotion of park activities and events. Purchases equipment and supplies.

Notifies appropriate manager of any safety concerns realized while performing job duties.

### Skills and Abilities

Education: High school diploma or general education degree (GED); and one to three months related experience and/or training; or equivalent combination of education and experience.

- Experience: Experience in recreation, programming, and fund raising is required. Prior experience in coordinating special events/programs and budget management is preferred. Customer service experience is preferred. A thorough knowledge of sports rules is preferred. Thorough knowledge of audio visual aids is preferred.
- Computer Skills: Basic computer skills required
- Certifications & Licenses: Driver's license valid in the state of Ohio
- Abilities: Ability to work well with the public and good public communication skills are required. Ability to plan and schedule a variety of activities. Ability to communicate ideas and plans to park staff and supervisor.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, 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 is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Work Environment**

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

### **Other Requirements, Expectations, or Unusual Conditions**

Overtime work and/or split shift(s) work is required as necessary. Must have a sincere interest in outdoor recreation. This position requires weekend, evening and holiday work.

MWCD has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

By signing here, I acknowledge that I have read and understand the position description and requirements for this position.

Signed \_\_\_\_\_

Date \_\_\_\_\_