**City of Waupun**

**Job Description**

**Job Title:** Recreation Program Leader

**Department:** Administration

**Reports To:** City Administrator

**FLSA Status:** Non-Exempt

**Prepared By:** City Administrator

**Prepared Date:** July 3, 2019

**Reviewed By**: Mayor

**Approved By:** Mayor

**SUMMARY**:

The Senior Center Recreation Program Leader is a limited-term, part-time position. The position is responsible for promoting, organizing and facilitating public recreation services for the City of Waupun. When necessary, the Recreation Program Leader supports the overall scheduling, programming and operation of recreation services. Hours for the position will not exceed eight hours per week (normal hours of operation for the position are 8:45 to 11:15 a.m. on Monday and Thursday; 9:45 to 11:15 a.m. on Wednesday and Friday. Request for administrative support hours are on an as needed basis and the schedule for this work is flexible so long as scheduled during the course of normal hours of operation, 7:30 a.m. to 4:30 p.m.) The term of the position begins immediately through October 11, 2019, though may be extended for a period of time not to exceed November 15, 2019.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Facilitates specific recreation programs for the City of Waupun’s park and recreation department, including but not limited to SilverSneakers yoga and aerobic classes held at the Waupun Senior Center.
* Provides administrative support to develop, prepare and coordinate marketing/public relations materials, including social media, newsletters, program brochures and flyers.
* Provides excellent customer service and works with city staff to meet the needs of the public as it relates to recreation programming.

**QUALIFICATIONS:**

Must be a high school graduate with excellent customer service, strong organizational, and written and oral communication skills.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

* Excellent computer skills, specifically in Microsoft Word and Excel.
* Emotional maturity and ability to relate well with people.
* Knowledge of wellness and recreation services is preferred.
* Must possess or be able to obtain SilverSneakers certification.

**WORK ENVIRONMENT**

The work is performed primarily indoors in an office or professional environment. Contact with staff, city employees, public and elected officials is required.

**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. While performing the duties of this job, the employee is frequently required to walk, stand, bend, sit, and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 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.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Waupun is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.