



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION RECREATION PROGRAM FACILITATOR

(COMMUNITY PROGRAMS DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under close supervision, this position assists with facilitating the positive development of children for various recreation programs. Reports to a Recreation Program Coordinator, Recreation Center Supervisor, or Recreation Specialist.

ESSENTIAL JOB FUNCTIONS

Assists with planning, developing, and conducting age appropriate recreational activities based on the five foundations of childhood for assigned program to include daily activities, trips, special events, and classes; coordinates with classroom teachers to ensure programming re-enforces classroom concepts and curriculum. Assists with monitoring facilities, rentals, and activities to maintain structure, safety, and a clean environment.

Communicates with parents and prepares required documentation as necessary. Sets up and breaks down equipment for various events and activities.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming - General knowledge of recreational programming and recreational facility operations.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Customer Service - General knowledge of principles and processes for providing customer service.

REQUIRED SKILLS

- Computer Skills - Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.

- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public.
- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Communication - Ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Ability to listen and understand information and ideas presented verbally or in writing.
- Mathematics - Ability to perform basic arithmetic applications.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 1-2 years recreation programmatic experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background investigation to include a local and state criminal history and sex offender registry check.

PHYSICAL AND DEXTERITY REQUIREMENTS

- Tasks require the ability to exert very moderate physical effort in light work.
- Some combination of stooping, kneeling, crouching and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL HAZARDS

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.