



CITY OF DEER PARK
invites applications for the position of:
Athletic / Aquatics
Recreation Specialist

An Equal Opportunity Employer

SALARY: \$18.62 Hourly

OPENING DATE: 11/27/18

CLOSING DATE: Continuous

DESCRIPTION:
GENERAL PURPOSE

Under the direction of the Athletics Aquatics Supervisor, will organize, plan, supervise, teach or provide services for participants in assigned facilities or activities; monitor program site facilities; and plan, organize and implement activities for year round athletic programming for all ages and abilities.

Responsibilities will include the development and execution of a variety of general and athletic/aquatic related activities.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Athletics/Aquatics Supervisor and the Department Director or Assistant Director.

SUPERVISION EXERCISED

Assists with the supervision of part-time athletics staff, a variety of sports officials, contract staff, volunteer coaches, and all other volunteers as directed by Athletics/Aquatics Supervisor and Department Director or Assistant Director.

EXAMPLES OF ESSENTIAL DUTIES:
ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prepares and coordinates athletic leagues and programs for all ages and abilities.
- Assists in the recruitment/selection of part-time staff.
- Assists with the operations in the gym during the evenings, weekends and on some holidays including, but not limited to, management, creating staff schedules, monitoring, customer service, and other duties as assigned.
- Understands and successfully operates software for program registration, staff scheduling, and league management.
- Assesses quality of customer service for assigned activities through the distribution and evaluation of participant surveys.
- Facilitates a variety of athletics/recreational programs.
- Drive and transport patrons for athletic events.
- Assists with the management of contracts related to fitness classes, league officials, contract services and more.
- Prepares and presents a variety of reports and other documents such as operating procedures, activity and statistical reports, budget reports, and strategic planning documents.
- Provide diversified comprehensive recreation and athletics programs for all ages that promote:

- Education of present trends in leisure activities.
 - Positive sportsmanship.
 - Fair play athletic programing.
 - Sound health concepts.
 - Better quality of life.
- Observe safety precautions and conduct activities in a safe manner in indoor and outdoor recreation and athletic areas.
 - Use department software to issue participation cards, register participants for classes and collect fees.
 - Assists in the preparation and maintenance of sports fields and surfaces.
 - Assists in the set up and take down of athletic equipment utilized during gym activities.
 - Assists in the care and maintenance of all cardio, free weights, and other work out equipment.
 - Recruits contract instructors to teach classes, verifies certifications and completes contract process.
 - Responds to inquiries and /or complaints from citizens and contract instructors; assists in investigating and resolving complaints.
 - Perform accurate cash handling techniques.
 - Operate the following city-owned vehicles:
 - 15-passenger van for local day trips or other related trips.
 - Operate city-owned crew cab truck or SUV.
 - Operate city-owned bus for local day trips and field trips as needed.
 - Assists in setting up and taking down equipment for various programs, special events, and prepares facilities for park and recreation program use.
 - Assists with major departmental special events when needed and as assigned.
 - Opens and closes locks and unlocks facilities as needed after hours.
 - Assist with other classes and activities as needed.
 - Performs administrative duties when necessary.
 - **Perform other assigned duties as required.**

PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

Maintain active membership in TAAF (Texas Amateur Athletic Federation) and TRAPS (Texas Recreation and Park Society)

Serves as a member of the Emergency Operations Team.

May be required to respond after hours, including holidays and weekends, in the event of a departmental or City-wide emergency.

Participate in program planning sessions with other Parks and Recreation staff to develop activity plans.

Acts as liaison between the Youth Sports Organizations and the City.

Attend staff trainings and meetings.

Participates in the Parks and Recreation Department's "On-call" standard operating procedures.

TYPICAL QUALIFICATIONS: DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Bachelor's degree in parks and recreation, physical education, leisure services, Sports Management or a related field.

(B) Valid Texas Driver's License

Typical Work Hours:

This position primarily works nights between 12:00 pm – 9:00 pm, Tuesday – Friday and Saturdays 9:00 am – 5:00 pm to administer and supervise athletic leagues, sport camps and gym operations. (Operational hours subject to change)
Subsequent to change due to programming. Will be required to work nights, weekends, and holidays.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of first aid and applicable safety precautions.
- (B) Knowledge and ability to organize and conduct a variety of sports related events and leagues for all age groups.
- (C) Ability to work independently and to complete daily activities according to work schedule.
- (D) Ability to lift heavy objects (50 lbs.), walk and stand for long periods, and to perform strenuous physical labor under adverse field conditions.
- (E) Ability to communicate orally and through written communications.
- (F) Ability to use equipment and tools properly and safely;
- (G) Ability to understand, follow and transmit written and oral instructions
- (H) Ability to establish effective working relationships with employees, supervisors, and the public.
- (I) Ability and knowledge of athletic programming and how to plan, implement, teach and evaluate activities.
- (J) Ability to identify and report occupational hazards and safety precautions.
- (K) Ability to provide effective customer service, and dealing tactfully and courteously with the public.
- (L) Ability to collect data, complete data analysis and utilize information for problem solving scenarios.
- (M) Handling multiple tasks and prioritizing.
- (N) Knowledge of ASA, USSSA, TAAF, and other state and national sports governing bodies.
- (O) Ability to respond promptly to citizen input/complaints with considerable tact and delivery.
- (P) Ability to exercise sound judgment and make independent decisions in accordance with established City policies and procedures.
- (Q) Ability to obtain a certification to officiate a recreational sport including, but not limited to, volleyball, basketball, flag football, pickle ball, etc.
- (R) Ability to manage difficult or emotional customer situations.

SPECIAL REQUIREMENTS

- (A) American Red Cross CPR and First Aid certification or the ability to obtain one with three (3) months of hire on.
- (B) Commercial driver's License (CDL) required or able to obtain within one (1) year of hire on.
- (C) Required to complete National Incident Management System (NIMS) courses within six (6) months of hire on.

PREFERRED QUALIFICATIONS AND SKILLS

- A. Certified Parks and Recreation Professional.
- B. NRPA Aquatic Facility Operators Certification.
- C. NSPF Certified Pool & Spa Operator Certification or CPO.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.deerparktx.gov>

Job #00664
ATHLETIC / AQUATICS RECREATION SPECIALIST
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OUR OFFICE IS LOCATED AT:
710 E. San Augustine
Deer Park, TX 77536

humanresources@deerparktx.org

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