


TOWN OF WINDHAM

Position Title: Programmer
Department: Parks and Recreation
Reports to: Parks and Recreation Director
Classification: Non-Exempt 6

Date: _____
Incumbent: _____
Supervisor: _____
Town Manager: 

General Summary:

This is a highly responsible administrative position assisting the Parks and Recreation Director in the planning, organization, and coordination of community recreation programs for youth, adults, and senior citizens. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Parks and Recreation Director. Performance is evaluated based on daily observation and results.

Essential Functions:

- Develops, plans, and promotes a variety of recreational programs and activities for all age groups.
- Leads department-sponsored trips and supervises participants.
- Assists the Recreation Coordinator with Summer Camp operation including assisting with training and scheduling of employees.
- Transports program participants to and from program locations, as needed.
- Schedules facilities in which to hold programs sponsored by the Parks and Recreation Department.
- Interacts with customers and staff; answers general inquiries regarding program content, instructor qualifications, registration questions and concerns; refers complaints and/or staff concerns to the Director for resolution.
- Maintains a variety of records, including registrations, reservations, permission slips, purchasing receipts, etc.
- Performs general office work including answering the telephone, responding to emails, running errands, picking up supplies needed for activities, setting up tables and chairs for activities, etc.
- Attends staff meetings and staff development training sessions, as directed.
- Availability to work evenings and weekends, as needed.
- Deals effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work as may be required in support of the Parks and Recreation Department.

Competencies:

- Knowledge of the principles and practices of municipal recreation programs and the ability to make practical application of them.
- Ability to organize and manage people of all ages.
- Strong decision-making abilities, the ability to communicate verbally and in writing to various and diverse groups and individuals, including children.

- Computer literacy and experience with Microsoft Office programs, databases, the Internet and specialized recreational software programs.

Required Education/Experience:

- Associates degree in Recreation and/or Leisure Service Management or related field;
- Two or more years of progressively responsible experience in recreation programming; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Additional Eligibility Qualifications:

- Valid State of Maine Driver's License with clean driving record.
- CPR/First Aid Instructor certification or ability to obtain certification upon hire.

Working Conditions/Physical Demands:

Moderate to strenuous physical effort required; frequently required to stand, sit, bend, and squat for extended periods; expected to lift, carry and manage equipment and supplies up to 25 pounds. Work performed both in a normal office setting and outdoors; operates various automotive equipment, including truck, van, and bus, and travels to various locations and uses computers, keyboards, and other office equipment requiring eye-hand coordination and finger dexterity. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – up and down a lot assisting staff and citizens Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing non-discrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.