



CITY OF DES PERES JOB DESCRIPTION

Job Title: Recreation Specialist – Marketing/Community Programs
Department: Parks and Recreation
Reports to: Parks & Recreation Manager – Recreation Programming
Salary Range: \$48,469 to \$64,423
Submit Resume to: Kim Johnson via KJohnson@desperesmo.org

Summary: The Recreation Specialist is responsible for planning, implementing and supervising recreational programs and special events for The City of Des Peres. The perfect candidate enjoys bringing our community together through exciting special events. Responsible for youth programming, summer camps, senior programs and community educational classes. Duties include developing, implementing and evaluating programs, creating new events and programs, supervising/coaching/evaluating part-time staff, registering participants and collecting fees. Works with departmental staff on creation and management of all marketing and social media posts through Facebook and Instagram. Assists Recreation Supervisors and Managers in other departmental functions as needed. Provides extraordinary customer service, empowers the team, brings the community together, creates experiences worth repeating and strives for constant improvement. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Essential Duties and Responsibilities include, but are not restricted to, the following: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans and implements recreational programs, activities, and special events. Designs new recreational programs and revises existing activities as needed.
- Plans, assigns, supervises, and coordinates part time staff.
- Responsible for developing and monitoring the department budget.
- Prepares material for the departmental brochure using In-Design and Canva as marketing platforms.
- Creates, produces, and distributes innovative social content that drives engagement, user retainage and membership and program sales.
- Designs print marketing for all recreation department areas including flyers, posters, and billboards.
- Conducts program evaluations to determine effectiveness and relevance of current programs.
- Implements accommodations to meet the special needs of various groups and assists community organizations in planning and organizing programs and events.
- Conducts needs assessments to determine current needs and future programs.
- Performs related work as required.
- Maintain inventory supplies including uniforms, safety equipment and public equipment.
- Handles discipline problems/concerns with part time staff and patrons.
- Maintains certification requirements for staff.
- Participates in the regular rotation as Supervisor on Duty of The Lodge one day per week, approximately one weekend per month and rotating holidays.

Education and Experience Required

Bachelor's degree in Parks, Recreation, Physical Education, Tourism, or other related field, plus two years of related work experience or other equivalent combination of education and experience. Certified in First Aid and CPR, or passage of certification within three months of hiring. Certified Parks and Recreation Professional preferred.

Knowledge, Skills, and Abilities

Knowledge of

- Knowledge and comprehension of community recreation and park programs including accepted standards, principles, concepts and related legislative mandates.
- Principles and practices of personnel supervision.
- Working knowledge of social media platforms and best practices.
- Ability to collect, analyze, and use social data to inform decision making.
- Computer programs such as Microsoft Word, Excel, and Outlook; and Desktop Publishing programs.
- Marketing programs such as Canva, Microsoft Publisher, and In-Design.
- Communicate effectively in interpreting policies and procedures, and in resolving conflicts or personnel problems.
- Demonstrate professional public relations skills, effective interpersonal and communication skills.
- Work days, evenings, and weekends.
- Supervise subordinates.

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to speak effectively before groups of diverse people. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages

Mental and Physical Demands described 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 meet these demands.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear. Regularly required to lift and/or move up to 25 pounds and occasionally required to lift and/or move up to 50 pounds.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required.

SUBMISSION REQUIREMENTS

Please email cover letter and resume to kjohnson@desperesmo.org.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign,

direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities or duties not mentioned in this description that are of similar kind or level.