

PROGRAM SPECIALIST

PARKS & RECREATION – PROGRAMS DIVISION



DEPARTMENT

Parks & Recreation –
Programs Division



REPORTS TO

Programs Supervisor



PAY GRADE

57 | \$36,877.92 –
\$59,004.70
5% Increase after Probation



FLSA STATUS

Non-Exempt



SAFETY SENSITIVE

Safety Sensitive
Position

ABOUT THE POSITION

The Program Specialist is responsible for the development and promotion of current and new programs within the Waynesville Recreation Center. This role supports the Programs Division by providing excellent customer service, helping to create engaging and inclusive recreational opportunities, and assisting with the daily operations of programs and events.

ESSENTIAL TASKS

- Administer the Base Camp on the Go Program – a mobile recreation program
- Support supplemental marketing efforts for program advertisement and growth
- Assist with summer day camp design & implementation including staff recruitment and training, grants & funding, field trip activities, daily planning, and management of counselors
- Monitor program supply needs, minor expenses, and budget/resource management
- Coordinate and manage upkeep of program spaces including childcare room setup and cleanliness
- Participate in program planning with the Program Supervisor
- Other related programming needs as assigned by the Program Supervisor

PUBLIC INVOLVEMENT

Handle situations brought about by various circumstances when dealing with the public, lead and facilitate special programs, and address direct client feedback.

JUDGMENTS & DECISIONS

Responsible for guiding others, with decision-making that affects co-workers, program participants, center visitors, and the general public. Works in a fluid setting with goals, rules, and guidelines, with occasional variations from the normal routine.

KEY REQUIREMENTS



EDUCATION

High school diploma, GED or specialized vocational training. A bachelor's degree in early childhood development, teaching, counseling, or related fields is preferred.



CERTIFICATIONS & LICENSES

Valid North Carolina driver's license.
Must be at least 21 years of age with a safe driving record and able to drive a van on field trips.
CPR and First Aid Certifications (may be provided by the Town of Waynesville).



ADDITIONAL REQUIREMENTS

Youth Mental Health First Aid (YMHA) certification within one year of hire.

PHYSICAL & WORK ENVIRONMENT



Moderate physical activity required.



Work primarily day hours with occasional evenings and/or weekend events as needed.



Long periods of standing or walking.



May involve lifting up to 20–50 lbs. on a recurring basis.
Ability to participate in outdoor recreational activities such as hiking, kayaking, paddle sports, tubing, obstacle courses and more.



Be prepared to be outside for extended periods of time.

JUDGMENTS AND DECISIONS

The position requires almost constant decision-making that affects other coworkers, program participants, center visitors, and the general public. Works in a fluid setting with goals, rules, and guidelines, with occasional variations from the normal routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.



Join Our Team

MAKE A DIFFERENCE IN OUR COMMUNITY



APPLY TODAY

Visit www.waynesvillenc.gov
to view the full job description
and submit your application.

