



The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

This position has been identified as a role that requires a North Carolina SBI criminal history record check based on responsibilities involving work with individuals under 18 years of age. The results of this record check will be used in the hiring decision for this position.

Program Specialist

Date: October 11, 2026

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 Status: Safety Sensitive Position

The responsibilities of the Program Specialist are development and promotion of current and new programs within the Waynesville Recreation Center. In an efficient and effective manner by observing department operational procedures, he or she will be prepared daily to provide courteous and professional customer service, and to perform related duties as assigned by the Program Supervisor.

ESSENTIAL TASKS:

- Administering the Base Camp on the Go Program- A mobile recreation program
- Supplemental Marketing Efforts for Program Advertisement and Growth
- Summer Day Camp Design & Implementation including, but not limited to: Staff Recruitment and Training, Grants & Funding, Field Trip Activity and Daily Planning and Management of Counselors, etc.
- Assists with program supply needs, monitors minor expenses, and provides budget and resource management
- Coordinates and manages upkeep of program spaces including childcare room setup and cleanliness
- Participate in Program Planning with the Program Supervisor.
- Other related areas of Programming needs as set forth by the Program Supervisor.

PUBLIC INVOLVMENT:

From time to time the Program Specialist will handle situations brought about by various situations when dealing with the public, lead and facilitate special programs and deal with direct clientele feedback.

PHYSICAL AND DEXTERITY REQUIREMENTS:

- This position requires moderate physical activity
- Work primarily day hours and occasional evenings, and/or weekend events as needed.
- Requires secondary work that involves walking or standing for long periods of time. Involves exerting up to 20 to 50 lbs. of force on a recurring basis, and a consideration of skill in a speed and use of fingers, hands, and feet in a task of close tolerance
- Should be prepared to assist or lead in outdoor recreational activities such as Hiking, Kayaking, Paddle sports, tubing, obstacle courses and other outdoor recreation activities
- Be prepared to be outside for long periods of times

JUDGEMENTS AND DECISIONS:

The Program Specialist is responsible for the actions of other staff in his/her department, requires almost constant decision making that affects other coworkers, program participants, center visitors, and the general public. He or she will work in a generally fluid setting with goals, rules, and guidelines to be followed and operate with an understanding that sometimes there may be variations from the normal routine.

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

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Bachelor's degree in early childhood development, teaching, counseling, or related fields is preferred

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

Must be at least 21 years of age and safe driving record/able to drive a van on field trips

SPECIAL REQUIREMENTS:

Must possess CPR and First Aid Certifications (may potentially be provided by the Town of Waynesville).

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

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring decisions affecting co-workers in small and large capacities; works in a fluid environment with constant decision-making affecting others.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Apply online: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or Scan the QR Code to apply online:

October 2026



Interested applicants may submit an application to:
Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bangel@waynesvillenc.gov
Applications accepted until filled.