

PROGRAM SPECIALIST



From: Human Resources Department

RE: Program Specialist

Salary: \$33,900.00/\$16.29hr. With 5% increase after successful 6-month probation

Date: May 3, 2022

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
- 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.
- Participate in Program Planning with the Program Supervisor.
- Other 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 clientele feedback.

PHYSICAL AND DEXTERITY REQUIREMENTS:

- This position requires moderate physical activity

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- 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 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.

Bachelor's degree in Recreation 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)

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motion.

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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

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Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

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.

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 will be accepted until filled