



VACANCY ANNOUNCEMENT

Job Title:	Program Specialist (part-time) (three vacancies)
Opening Date:	June 3, 2024
Closing Date:	Open till filled
Salary:	\$ 16.31 - \$16.71/hr depending on experience
Job Type:	Part-time (30 hours or fewer per week)
Department:	Parks and Recreation - The Station at Central Park

JOB SUMMARY AND ESSENTIAL JOB FUNCTIONS

The Program Specialist is responsible for being the lead worker in the youth and adult recreation programs, monitoring and coordinating a variety of programs, and supervising facilities for a variety of youth and adult programs including, but not limited to science, technology, engineering, arts, and mathematics. They will provide information and assistance regarding policies and procedures, and perform other assigned duties including answering phone lines and routing calls, data entry, filing, and other clerical duties.

Education and Experience:

- Must have a high school diploma, GED, or equivalent
 - No experience required, but previous experience in youth or adult recreation programming is preferred.
 - Must attain CPR, First Aid and AED certification within 6 months of hire.
 - Possession of valid driver's license may be required.
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ALL APPLICANTS MUST COMPLETE THE APPLICATION FOUND AT:

<https://www.cityofmoore.com/departments/jobs>

For additional information regarding this position including duties and responsibilities, and how to submit an application, please visit <https://www.cityofmoore.com/departments/jobs>.

City of Moore is an Equal Opportunity Employer

CITY OF MOORE

Job Description

Program Specialist (Part-time)

Job Code: 7731
Exempt: No
Department: Parks & Recreation
Reports To: Program Coordinator
Location: The Station at Central Park
Date Prepared: April 10, 2024
Date Approved: May 6, 2024

GENERAL DESCRIPTION OF POSITION

The Program Specialist is responsible for being the lead worker in the youth and adult recreation programs, monitoring and coordinating a variety of programs, and supervising facilities for a variety of youth and adult programs including, but not limited to science, technology, engineering, arts, and mathematics. They will provide information and assistance regarding policies and procedures, and perform other assigned duties including answering phone lines and routing calls, data entry, filing, and other clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise during educational programming and camps. This duty is performed as needed, about 20% of the time.
2. Serve as lead worker for youth and adult programs. Monitoring and coordinating activities and supervising the facility used during programming. This duty is performed as needed, about 20% of the time.
3. Coordinate and lead programs as needed. This duty is performed as needed, about 20% of the time.
4. Assist the Program Coordinator with the monitoring and coordinating activities and supervising of the Summer Day Camp program. This duty is performed as needed, about 10% of the time.
5. Monitor activity in the Community Center or designated facilities to ensure safety procedures are being followed. This duty is performed as needed, about 10% of the time.
6. Answer the telephone and provide assistance to the general public and city staff and officials; provide information on departmental and city policies and procedures as required. This duty is performed as needed, about 5% of the time.
7. Provide efficient and courteous customer service to individuals contacted in the course of work; process or refer questions, complaints, and requests for information as necessary. This duty is performed as needed, about 5% of the time.

8. Collect, process, and distribute correspondence and other materials within the department. This duty is performed as needed, about 5% of the time.
9. File documents and reports in an organized manner according to department specifications; categorize, organize, file, and retrieve departmental or divisional records; process and maintain department or division records and reports. This duty is performed as needed, about 5% of the time.
10. Occasional custodial duties. This duty is performed as needed.
11. Good attendance is required. This duty is performed daily.
12. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required. This duty is performed daily.
13. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
14. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to the supervisor.

PLANNING

Limited responsibility about general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations that permit frequent opportunities for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations require almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations require intermittent directed thinking to determine or select materials, equipment, or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM-SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with

some degree of supervision. Choice of learned things in situations that conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

None

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might go undetected for a considerable period, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to the requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties/responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitate decision making by others.

PUBLIC CONTACT

Regular contact with patrons, either within the office or in the field. May also involve occasional self-initiated contact to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in the normal course of performing duties. Requires tact in discussing problems presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the functions of this job, the employee is occasionally exposed to work in high, precarious places. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here 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 perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities that allow for a moderate amount of diversity in the performance of tasks that requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms; and occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; color vision; and the ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Basic office practices and procedures
- Basic principles of business letter writing and basic report preparation
- Technical and statistical report writing
- Policies and procedures of the department

- English usage, spelling, grammar, and punctuation
- Principles and procedures of filing
- Pertinent federal, state, and local laws, codes, and regulations
- Office equipment, computers and word processing, database, and spreadsheet applications.

Ability to:

- To make quick decisions and confident judgment calls
- Interpret and explain department policies and procedures
- Type or word process at a speed necessary for successful job performance
- Work independently in absence of supervision
- Enter a variety of data and information into assigned computer programs
- Respond to citizen inquiries politely
- Operate and use modern office equipment
- Perform routine mathematical calculations
- Understand and carry out oral and written directions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain mental capacity, which is needed for effective interaction and communication with others

Education and Experience

Education:

A high school diploma, GED, or equivalent

Experience:

No experience required, but previous experience in youth or adult recreation programming is preferred.

License or Certificate:

First Aid, CPR/AED certification, or ability to obtain within first 6 months of employment is required.

Possession of, or ability to obtain, a valid Oklahoma C driver's license may be required.

NOTE: Additional requirements to possess or obtain specific licenses, certifications, or specialized education and training relevant to the area of assignment may also be required, at the discretion of management.

WORKING CONDITIONS

Environmental Conditions:

Indoor environments; exposure to computer screens; subject to high levels of public contact.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining the physical condition necessary for sitting for prolonged periods of time; general manual dexterity is required. May be required to carry, push, pull, drag or hold objects weighing up to fifty pounds. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.

Employee works in a City building at a workstation. Employee must tolerate working environment with inside controlled temperature.

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to 25 pounds.