

Town of Buxton Buxton Recreation Department Job Description- Recreation Programmer I

Nature and Variety of Work:

The person in this position will help facilitate, expand, and execute Buxton's Recreation Department's year round Adult and Childcare programming. The employee in this position will work 37.5 hours per week. This is a full time, hourly, year round position with benefits.

Responsibility and Supervisory Relationships:

This position is directly responsible to the Recreation Director. This position will supervise part time and seasonal childcare employees, program volunteers and volunteer coaches.

Pay Range: \$18 per hour

Desirable Experience and Training:

- Must be at least 21 years of age.
- Two or more years of experience in the recreation and leisure field.
- CPR/First Aid Certified
- Possess an understanding of age appropriate activities and behavior management techniques for children in grades K-8.
- Have experience leading programs that provide a safe and nurturing experience
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills, and abilities.

Essential Job Functions

- Must have a flexible schedule, with the ability to work mornings and afternoons, Sunday through Saturday, depending on the needs and demands of the program.
- Must be able to use good judgement skills.
- Must be able to maintain the confidentiality of sensitive information.
- Must be able to stand, walk, stoop, kneel, and reach for participation in physical activities.
- Must be able to work independently.
- Must possess excellent time management skills.
- Must be capable of using telephones, computers, printers, and standard office equipment
- Must be able to provide excellent customer service to patrons.
- Must be able to lift up to 25 lbs.
- Must possess a clean driving record.
- Must possess a Maine Class C Drivers License

Duties and Responsibilities

- Responsible for ensuring a safe environment for all programs.
- Assist in accepting program registrations.
- Hold office hours.
- Help Aid in the management of adult and childcare Programs.
- Help Aid in the development of new and innovative youth and adult enrichment programs for Buxton residents.
- Oversee proper use and storage of all program equipment.

- Purchase program supplies as approved by Recreation Director
- Maintain communication with parents, guardians, and program participants.
- Assist in the supervision of other recreation programs as needed.

Workplace Environment

- Work is performed indoors and outdoors in variable weather conditions and temperatures.
- Work is performed in a moderate to considerably noisy environment.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Buxton to provide for the changing needs of the community. Town of Buxton is an equal opportunity employer.