

**TOWN OF RAYMOND  
JOB DESCRIPTION  
RECREATION PROGRAMMER/PARKS MAINTAINER**

<b>Job Title:</b>	Recreation Programmer/Parks Maintainer	<b>Classification:</b> Non-Exempt
<b>Department:</b>	<b>Parks &amp; Recreation</b>	<b>Other:</b>
<b>Reports To:</b>	Recreation Programmer/Parks Maintainer	<b>Supervisory:</b> Yes
<b>Position Type:</b>	Full-time 40 hours per week - Year round	

**GENERAL SUMMARY:** The Recreation Programmer/Parks Maintainer is responsible for overseeing the maintenance, repair, and improvement of the Town's parks, recreational facilities, and green spaces. This role involves planning and managing daily operations, ensuring the safety and aesthetics of parks and recreational areas, and coordinating with the Parks and Recreation Director to ensure the implementation of park projects and maintenance. This position will also oversee the effective operation of programs, ensuring a safe, inclusive, and engaging environment for participants.

**ESSENTIAL JOB FUNCTIONS:**

**Parks and Facilities Maintenance**

- Oversee routine maintenance of parks, playgrounds, sports fields, picnic areas, and public restrooms, ensuring they are safe, clean, and attractive for public use.
- Conduct regular inspections of equipment, facilities, playgrounds, concession areas, and gardens to identify needed repairs or improvements.
- Ensure proper care and upkeep of landscaping, including mowing, trimming, planting, and gardening of certain areas
- Maintain sports fields, including turf management, lining fields, and maintaining equipment such as goals and nets.
- Help Tassel Top Park's Facilities Maintenance Manager with special projects or mowing.

**Equipment and Fleet Management**

- Oversee the maintenance and repair of department vehicles, tools, and equipment, ensuring they are in good working order and properly stored.
- Schedule routine maintenance and coordinate with Public Works Director for repairs as necessary.

**Project Coordination**

- Work with the Parks and Recreation Director to plan and implement improvement projects, including facility upgrades, park development, and landscape enhancements.
- Coordinate with contractors, suppliers, and other town departments as needed to complete projects on time and within budget.

**Program Management and Development**

- Help with already established programs such as basketball, soccer, and Camp Raymond.
- Research and recommend new programs that we are not providing currently such as tennis, adult tennis leagues, teen programming, and more.

**Supervision and Leadership**

- Recruit, train, schedule, and supervise program staff, including volunteers and seasonal employees.
- Provide mentorship and oversight to ensure a high standard of customer service and program delivery.

**Administrative Duties**

- Maintain program records, including attendance, incident reports, and evaluations.

- Prepare budgets and monitor expenditures to ensure fiscal responsibility.
- Learn our RecDesk Management software

### **Community Engagement**

- Serve as a liaison between the Parks Department and the public, responding to community concerns or questions about park facilities and services.
- Assist with the planning and execution of community events and related recreation programs.
- Drive our bus for community programs.

### **Other**

- Must have a friendly personality that encourages effective activity by staff and participants
- Must get along with others and work in a professional manner
- Maintains regular, predictable, and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality, and productivity
- Follows all Town and Department policies
- Performs related work as required

### **KNOWLEDGE/SKILLS**

- Considerable knowledge of recreational program development, facility management, and budgeting.
- Strong leadership, communication, and interpersonal skills.
- Knowledge of Parks & Recreation Department camp policies, rules, and guidelines as well as general practices and procedures followed in the Parks & Recreation Department.
- Considerable knowledge of first aid methods and safety precautions used in recreation programming.
- Excellent organizational skills

### **ABILITY TO:**

- Display good leadership skills and be a great mentor for staff and campers.
- Effectively supervise employees
- Effectively manage multiple tasks and priorities.
- Understand safety protocols with the ability to train staff in safe practices
- Operate and maintain various tools and equipment, including mowers, tractors, and other landscaping equipment
- Establish and maintain effective working relationships with co-workers, staff personnel, program participants, parents, and the general public.
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Work outdoors in all weather conditions and perform physical labor as needed
- Attend any required or recommended courses or training

### **MINIMUM REQUIREMENTS**

#### **Experience and Education/Training:**

- High school diploma or equivalent; additional education in horticulture, landscaping, or related field preferred
- Experience in parks maintenance or recreation programs, or a related field
- Strong leadership, communication, and interpersonal skills

#### **Certificates**

- Obtain a CDL Class B license with Passenger endorsement within 6 months of hire

- Obtain a Certified Playground Safety Inspector (CPSI) license within 1 year of hire
- Complete and maintain CPR and First Aid certificates

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

**Work Environment:** Most work is performed primarily within the Recreation's facility (or similar) and outdoors, with some administrative work done in an office setting; work is subject to frequent interruptions. Noise and physical surroundings are often distracting, but conditions are generally not unpleasant. On occasion work is performed outside or in a gymnasium for special events and programs throughout the year.

**Physical Requirements:** Work requires frequent physical demands, including lifting, loading, pushing and pulling, walking, standing, stooping and moving about, throughout the scheduled worktime. Occasional sedentary work to perform certain tasks. There may also be some work assisting with outside preparation, including lifting, decorating, and setting up of special events during various weather conditions.

Duties require motor skills such as hand and eye coordination, finger dexterity and motor coordination, for activities such as participating with programming, moving objects, and setting up facility and activities, as well as operating a telephone system, computer and/or most other office equipment, typing and/or word processing, and some filing and sorting. The employee is required to routinely read documents for general understanding, as well as to observe participants and staff.

***The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.***

**External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

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**Employee Signature:**

**Date:**