



Town of Southwest Ranches Job Description

Title: **Parks and Recreation Program Facilitator**
Department: Parks, Recreation, and Open Space (PROS)
FLSA Status: Exempt
Reports to: Parks, Recreation, and Open Space Manager

General Description:

Under the general direction of the PROS Manager, shall provide assistance with events and activities programming and maintenance of facilities and resources. This position supports and participates in the development and presentation of recreational programming activities and assists with the performance and coordination of routine building, landscape, and equipment maintenance at various Town facilities. An employee in this position performs a variety of tasks, including but not limited to facilitation of events, and coordination with PROS' team members to maintain department resources and facilities.

Essential Functions:

1. Assists with the planning, coordination, and implementation of a variety of recreational and leisure programs to meet the community's needs.
2. Assists with development and promotion of the Town's recreational programs and events and supports the PROS Department in meeting their goals and objectives.
3. Supports operational, facility, event, and emergency management functions under the direction of the PROS Manager.
4. Conducts routine inspection, maintenance and light repairs for buildings, structures, facilities, and other public use areas in parks, green areas, roads, trails, etc. as part of an on-going maintenance program.
5. Performs a variety of administrative work including answering the phone, greets and assists visitors and staff in a friendly, professional, and hospitable manner; provides information and responses to inquiries.
6. Follows a work order system to manage and inspect the work of private contractors performing maintenance in specific areas.
7. Assists with coordination of contractors, provides work reports and inspections.
8. Performs opening and closing at various parks locations during scheduled work hours.
9. Assists with scheduling for PROS and department facilities covering 365 days/year during non-scheduled work hours.
10. Assists with the physical setup, staffing, and breakdown of Town events.
11. Gathers and prepares data for studies, reports, and recommendations.
12. Responds to emergency calls during non-working hours as needed.
13. Performs general custodial and laboring tasks which may include items of housekeeping and upkeep for various Town facilities, assembly and installation of park furnishings, and routine vehicle maintenance.
14. Performs manual work tasks involving maintenance, minor repairs, as



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applicable and loading/unloading heavy boxes, bulky supplies, furniture, and materials as needed.

15. Can use such tools as hammers, chisels, handsaws, planes, screwdrivers, glue guns, and power saws/sanders and cleans tools/area upon completion.
16. May assist with the preparation of the Department's monthly reports, newsletter articles, memos, and other documents.
17. May assist with the monthly PROS board meetings. .

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

Minimum Qualifications:

A. Education and Experience:

Associate's degree from an accredited college or university with a major in Recreation, Leisure Management, or related field and one (1) year of related experience

-or-

High School diploma or GED and three (3) years of related experience.

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities may be considered.

B. Certifications:

- Valid Florida driver's license
- First Aid/CPR certification (or ability to obtain within 12 months)
- ICS certification in accordance to current NIMS requirements (or ability to obtain within 12 months)
- Certified Playground Safety Inspector (or ability to obtain within one year of hire)

C. Knowledge, Abilities, and Skills:

- Knowledge of park, building, and custodial maintenance.
- Computing skills using Microsoft Office and other department software.
- Ability to facilitate the work of contractors performing a variety of job functions at geographically separated locations, as assigned.
- Ability to understand and follow complex oral and written directions.
- Ability to clearly and effectively transmit written and oral instructions.
- Ability to communicate effectively, verbally and in writing.
- Ability to prepare and maintain maintenance logs and records, photographic reports.
- Ability to meet work schedules.
- Ability to perform physical labor under adverse field conditions.



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- Knowledge of the occupational hazards and safety precautions of the work.
- Ability to interpret and work from rough sketches.
- Ability to safely and properly use and care for the tools, materials, and equipment needed to perform assigned tasks.
- Ability to perform heavy manual labor for extended periods, often outdoors under varying environmental and weather conditions, as required.
- Ability to safely operate Town-issued motorized vehicles and trailers.
- Ability to establish and maintain effective working relationships with supervisors, other employees, the general public, and Town officials.
- Ability to deal with competing priorities and varied responsibilities.
- Ability to serve the public and fellow employees with honesty and integrity in accordance with the Town's Ethics and Conflict of Interest policies.
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

Essential Physical Skills:

- Must have sufficient strength and agility to perform heavy physical labor such as lifting, kneeling, bending, reaching and climbing steps or ladders.
- Ability to work while standing for 6 to 7 hours.
- Ability to climb, balance, bend, stoop, squat, kneel, crouch, crawl, reach, push and/or pull, twist, and make repetitive hand movements.
- Ability to frequently load, carry, lift, push and/or pull objects weighing up to 50 pounds.

Essential Sensory Skills:

- The ability to perceive and differentiate visual cues or signals.
- The ability to communicate orally and in writing.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through personal contact, the use of the telephone and/or other Town-issued technology devices.
- The ability to adapt to frequent changes in workload and to adjust priorities quickly as circumstances dictate while completing tasks within established time frames.
- Interaction with employees from all Town departments and the public.

Environmental Conditions:

- Tasks are performed in various environments including in the field at various public locations within the Town.



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- Shifts and work hours may vary and may include evenings, weekends, and holidays.
- Tasks are frequently performed outdoors with potential exposure to the following conditions: varying temperatures, inclement weather, and/or other adverse conditions.
- Tasks are occasionally performed at locations with exposure over, in and around water, which may not be accessible to the physically handicapped.
- Some duties may require exposure to conditions including but not limited to: environmental conditions, exposure to irritants/discomfort from dust, fumes, oils, and solvents.

Key Competencies:

Integrity, initiative, judgment, attention to detail, interpersonal skills, communication (oral and written). Work is performed under supervision of the Parks Recreation and Open Space Manager and is reviewed through reports, periodic internal and external audits, conferences, and an annual performance appraisal review.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)