



305 N Dallas Street  
Rice, Texas 75155  
Telephone: 903-326-7500

**Job Classification:** Parks and Recreation Specialist  
**Department:** Parks and Recreation

**Starting Rate: \$14.00/HR**  
**Part-time / Non-Exempt**

### **JOB DESCRIPTION:**

Under the general supervision of the City Administrator; assist in supervising instructors, programs, and activities or Recreation Center during assigned scheduled hours. Develop, coordinate, plan, program, market, schedule, implement, attend, and evaluate a variety of city and community indoor and outdoor special events and programs, including work with the Farmers Market, holiday events, and Parks and Recreation Board (agenda and minutes). Check out equipment to patrons. Keep attendance and class records during assigned shifts. Utilize basic computer skills to enroll students in class programs. Provide basic information to patrons regarding all PARD activities. Supervise large groups, including children, both visually and audibly, to ensure health/safety standards are maintained and ensure orderly integration of all programs. Communicate courteously and effectively, verbally and in writing, with patrons, the public, all other city employees, and officials. Sit and/or stand for long periods of time. Lift and carry up to 50 pounds. Perform minor maintenance duties, including but not limited to, ensuring cleanliness of building. Cope effectively with high noise levels. Work evenings and/or weekends. Current facility hours of operation are Monday – Friday 8:00AM – 8:00PM, and Saturday 9:00AM – 4:00 PM. Hours of operation are subject to change.

### **EXAMPLES OF WORK TO BE PERFORMED:**

- Plan and coordinate recreation activities performed on a day-to-day basis including program registration, facility reservations, equipment check out and answer telephones and emails.
- Serves as lead on site supervisor responsible for ensuring applicable rules and policies are followed. Monitors all park and recreation programs to ensure compliance with all applicable City policies and ordinances, and health and safety requirements. Close gym at 8:00 pm.
- Keep Park and recreation facilities clean, tasks include but not limited to discarding trash, straightening, and cleaning accidents or spills.
- Respond to immediate safety and/or operational concerns (facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Develop, coordinate, and design promotional and advertising material for all events, submitted to Social Media Officer for approval, coordinate planning and activities between staff, various agencies and outside groups as well as citizens.
- Oversee tasks for events from Events Committee and Parks and Recreational Board.
- Create Fundraising ideas.

- Obtain donations for events.
- Research into grants for the department; prepares related reports.
- Work with Parks and Recreation Board president to create agenda for meetings and maintain current minutes of each meeting.
- Keeps records of rental fees and reimbursements
- Maintains a master schedule of all activities, rentals at City Hall and at the Mike Dickens Memorial Park.
- To maintain security, change the codes to the locks every month.
- Continually encourage new members to join the Events Committee.
- Interacts with the public in person, by telephone, and electronically while following set customer service standards, in a professional manner.
- Organizes own work, sets priorities and meets critical deadlines
- Develop and maintain detailed case files using municipal software
- Responsible for the care, condition and use of city equipment
- Performs other job-related duties/activities as requested, required or directed

#### **OTHER DUTIES:**

Attends meetings, in-service training, workshops, etc. for the purpose of gathering information, improving knowledge, and efficiencies.

#### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Basic knowledge of recreation programming and activities
- Basic knowledge of marketing methods and strategies
- Basic knowledge of financial bookkeeping practices and procedures
- Skills in computer operations and software including MS Office and registration/reservation applications
- Ability to meet and exceed facility and staff goals
- Ability to enforce recreation center rules and procedures
- Ability to assess needs of recreation center service areas and plan appropriate programming
- Ability to work evenings and weekends as needed

#### **REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

- High School Diploma or G.E.D. required
- Valid Class C Texas driver's license
- Two years of job-related experience preferred

#### **WORKING CONDITIONS:**

- Work both in inside and outside environmental conditions; occasional exposure to unpleasant environmental conditions or hazards. Work requires standing, walking, lifting to 50 pounds, grasping, and repetitive motions. May be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

#### **AMERICANS WITH DISABILITIES**

The City of Rice complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Rice offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals based on disability. The City of Rice shall provide reasonable accommodation for applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

#### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The City of Rice is an Equal Opportunity Employer who is committed to hiring and retaining highly qualified people and a diverse workforce. The City of Rice is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post offer pre-employment drug test and/or physical. It is the policy of the city not to discriminate against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, ancestry, marital status, age, gender, veteran, disability or any other basis prohibited by federal, state, or local laws.