



**City of Benton Personnel, Health & Safety Committee Meeting
Monday, April 12, 2021
City Council Chambers
5:00 p.m.**

Chair – Bill Donnor
Steve Brown
Robin Freeman
Jeff Hamm
Jeff Morrow
Staff Liaison – Jennifer Perry

- I. Establish a Quorum / Call to Order
- II. Recognition of Attendees
- III. New Job Descriptions and Salary for Programmers at the Park

**CITY OF BENTON, ARKANSAS
JOB DESCRIPTION**

Job Title:	Recreation Programmer/Events	Reports To:	Recreation Manager
Department:	Parks & Recreation	Pay Grade:	35,568.00 – 50,000.00
Division:	Parks & Recreation	FLSA Status:	Exempt
Direct Reports:	Parks Director	EEO Category:	Administrative Support

GENERAL DESCRIPTION OF POSITION

The Recreation Programmer is responsible for organizing, planning and implementing recreation programs for people of all ages. The incumbent also builds and maintains partnerships with local schools and businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, conducts and coordinates a wide variety of recreational and community service programs at City parks;
- Meets with public groups and communities to explain and promote programs;
- Responsible for the day-to-day operations, including janitorial, maintenance and usage during recreational and community service programs
- Responsible for rental, City usage and community programming of facilities;
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items;
- Presents program materials to interested groups;
- Provides input for the development of budgets, including determining staffing and materials;
- Develops fundraising campaigns and solicits sponsor and sponsorship packages;
- Oversees rental and registration activities and ensures accurate record keeping for program receipts;
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services;
- Point of contact for seasonal staff, umpires, referees and volunteers;
- Assists with workout equipment cleaning and maintenance;
- Plans, organizes, conducts and coordinates a wide variety of special events for the Parks & Recreation Department;
- Meets with public groups and communities to explain and promote events;
- Works with Groundskeeping and Facility Staff to ensure successful operation of events;
- Serve as event contact during event as assigned;
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items;
- Presents promotional materials to interested groups;
- Provides input into the development of budgets, including determining staffing and materials;
- Develops fundraising campaigns and solicits sponsor and sponsorship packages.
- Oversees special events rental and registration activities;
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services;
- Uses advertising and marketing practices to best promote special events and activities to citizens and potential users.
- Reviews time and attendance reports and makes corrections before submission to payroll;
- Other duties as assigned.

**CITY OF BENTON, ARKANSAS
JOB DESCRIPTION**

QUALIFICATIONS

- High School Diploma or equivalent;
- Bachelor's degree in Parks & Recreation Management preferred;
- Two (2) to Three (3) years' related preferred;
- American Red Cross Certification preferred;
- Certified Parks & Recreation Professional (CPRP) preferred;
- Group Fitness Certification preferred;
- Fitness Equipment Preventative Maintenance Certification preferred;
- Energetic personality with strong interpersonal communication skills;
- High attention to detail and accuracy;
- Skilled in managing multiple tasks/projects along with the ability to work in a self-directed manner;
- Strong sense of ownership and initiative, collaborative and flexible attitude;
- Proficient in MS Office;
- Ability to work overtime, evenings and weekends;
- Valid Arkansas Drivers' License.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Up to \$150,000.00

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

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 the essential functions.

The noise level in the work environment is usually moderate to loud. The employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, and vibration and also works in an office environment with exposure to fumes, dust, toxic or caustic chemicals.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible