

LAYTON CITY

Job Description

Title:	PTR Program Lead	Code:	617
Department:	Parks & Recreation	Last Revised:	3/31/2022
Division:	Recreation	Effective Date:	1/1/93

GENERAL PURPOSE

Performs a variety of **entry level, general administrative and technical duties** as needed to coordinate the day-to-day operation of one or more City recreation programs.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Superintendent or Recreation Supervisor while in training or on a project-by-project basis.

SUPERVISION EXERCISED

May provide general supervision to various part-time, seasonal, and volunteer personnel.

ESSENTIAL FUNCTIONS

Promotes and follows the City's mission statement, values and expectations.

Supervises the operation and activities of such programs as basketball, baseball, tennis, volleyball, softball, football, arts & crafts, gymnastics, tours, family recreation, track, Arts in the Park, etc.

Provides immediate supervision over recreation activities and seasonal, temporary or volunteer personnel; oversees coaches, activity specialists, site supervisors and officiators and conducts training as needed; may officiate or referee games or assist in coaching; maintains statistics for leagues and tournaments.

Assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.

Assists in public relations by finding volunteer workers and presenting new programs to the general public; conducts program registrations; completes post-program evaluations to assure effectiveness.

Carries out publicity programs; utilizes various forms of media, notices, publications, flyers and brochures to promote Citywide interest and use of recreation facilities and program participation.

Controls use of equipment and facilities by signing out equipment and scheduling reservations for use of public facilities.

Handles complaints from coaches, participants, organizations; assists in negotiations to achieve solutions, which better the recreation programs and services.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus two (2) years of academic or specialized training in recreation administration or youth recreation leadership;

AND

B. Two (2) years of recreation program administration, physical education teaching, coaching or related experience;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; special events; community and public relations; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; the operation of personal computers and various software applications including spreadsheets, word processing, etc.

Ability to establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; communicate effectively, verbally and in writing

3. Special Qualifications:

Must possess a valid drivers license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting. Talking, hearing and seeing essential to effective performance of essential functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Frequent local travel required in normal course of job performance.