



Recreation Program Specialist City of McHenry

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Closing Date:

Salary: \$52,000.00 - \$58,000.00 Annually DOQ

Description:

The City of McHenry Parks & Recreation Department is now accepting applications for a Recreation Program Specialist. We are looking for a passionate, motivated, and community-oriented recreation professional to join our team!

The Recreation Program Specialist will be responsible for planning, organizing, implementing, and overseeing youth and adult recreation programs/activities. The primary focus of this position will be youth/adult enrichment classes, youth dance, family oriented special events, out of school programming, and summer day camp. This position will oversee the development of program policies, coordination of volunteers, hiring of seasonal program staff and securing vendors to ensure the success of events.

Posting will remain open until filled.

To apply go to: www.governmentjobs.com/careers/mchenry

Job Duties

- Create, implement, and evaluate engaging recreation programs servicing local area youth and adults (ex. STEM programs, cultural arts, adult skills classes, preschool camps, etc.).
- Coordinate, staff, and oversee operations of the summer day camp program servicing youth ages 5-14 including all camp field trips.
- Operate the year-round dance program including the production of the annual recital
- Assist with special events that service our community as directed (ex. job fairs, 5k runs, community concerts).
- Submit yearly program budget and maintain related expense records per City policies.
- Create marketing campaigns for programs including but not limited to flyers, brochure content, social media posts, and newsletter content.
- Align program outcomes with strategic goals of the department.
- Professionally communicate with parents, program participants, staff, outside agencies, and other departments.
- Lead trainings and orientations for a program staff of around 20 people along with suggesting policy changes for department as needed based on program standards.

- Maintain proper records for programs and camps in-line with record retention policies.
- Ensure proper safety protocols and procedures are enforced and followed in programs.
- Support other program areas as needed including but not limited to athletics, aquatics, or guest services
- Ability to work evenings, weekends, and holidays as needed to cover program operations.

Qualifications

- A Bachelor's Degree from an accredited college/university is required with a focus in Parks & Recreation, leisure services, education, or related field preferred.
- Must possess a valid Illinois Driver's License.
- CPR/AED/First Aid certifications required, or ability to obtain within first three months of employment.
- Full time work experience is preferred.

Knowledge

- A background in Parks & Recreation programming fundamentals.
- A focus on special recreation and youth programming.
- Basic understanding of effective marketing plans pertaining to programs.
- Knowledge of effective verbal and written communication skills.

Skills & Abilities

- Foster positive interactions with residents, co-workers, vendors and partner organizations.
- Ability to exercise safe work habits and enforce safety practices with subordinates and program participants.
- Effective written and verbal communication/presentation skills.
- Ability to utilize Microsoft Suite programs, Canva, Facebook, and Instagram.
- Willingness and ability to learn Rec Desk software for program registrations and payment processing.
- Ability to actively participate in the physical demands of Parks & Recreation programming.
- Capacity to juggle multi-projects at one and ensure all objectives are met by set deadlines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

Work is performed in both an office setting and in the field. Physical demands of the job vary based on the season. Hand-eye coordination is necessary to operate computers and various pieces of department equipment. While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, hear and use hands to feel objects, tools, or controls. Employees may be required to climb, kneel, crouch, crawl, or bend to lead programs. The employee is occasionally required to lift objects for program that can weigh up to 50+ lbs.

The City of McHenry is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, sex, age, marital status, sexual orientation, gender identity, disability, veteran status, or any other protected class.