

CITY OF HARRISONBURG  
invites applications for the position of:

# Recreation Program Specialist II - Youth & Childcare Programs

An Equal Opportunity Employer

**SALARY:**

Hourly	Biweekly	Monthly	Annually
\$18.27 - \$21.01	\$1,461.60 - \$1,680.80	\$3,166.80 - \$3,641.73	\$38,001.60 - \$43,700.80

**OPENING DATE:** 08/27/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**



**Are you seeking a challenging yet rewarding career opportunity that allows you to utilize your knowledge, skills, and abilities to oversee recreationally-based programs for children in grades K-5? If so, consider applying to the Recreation Program Specialist II - Youth & Childcare Programs position with the City of Harrisonburg's Parks and Recreation Department!**

The Recreation Program Specialist II - Youth & Childcare Programs is a full-time position with benefits and a preferred hiring range of \$18.27 - \$21.01 per hour (equivalent to \$38,001 - \$43,700 annually). An exact salary will be dependent upon the selected applicant's qualifications and experience. The ideal candidate for this position will provide leadership to a group of support staff while also performing professional and administrative work planning, organizing, coordinating, implementing, directing, evaluating and supervising youth and child care programs.

Applicants who do not meet the minimum qualifications for the [Recreation Program Specialist II - Youth & Childcare Programs](#) level will be considered at the [Recreation Program Specialist I](#) level at an annual rate commensurate with applicant qualifications.

In the Recreation Program Specialist II - Youth & Childcare Programs role, you will:

- Plan, lead and administer all youth and childcare programs to include, but not limited to, school age and pre-school programs;
- Communicate with parents/guardians, youth, and organizations serving youth to determine needs and interests of youth in the community;
- Evaluate leisure needs of the recreation center participants and develop, plan, implement, evaluate, and revise programs based on measured results and outcomes;
- Enforce facility, program, and activity rules and regulations to ensure all safety precautions and guidelines are followed;
- Attend to sick and injured patrons, including completing incident/accident reports and contacting parents, as needed;

- Determine equipment and facility requirements for programs and activities;
- Oversee inventory levels and evaluate equipment condition, including ordering appropriate new equipment and disposing old and outdated equipment according to safety guidelines and budget requirements;
- Evaluate safety and sanitary conditions of facility and equipment by taking needed measures to ensure all proper safety, sanitary, and occupational requirements are in place;
- Work with and deliver feedback to other department personnel to ensure health and welfare of participants and employees;
- Ensure facilities/rooms are properly prepared for activities, classes, and rentals;
- Mentor elementary and middle school students in attendance at recreation center programs and serve as a role model by promoting/displaying desirable character traits and habits;
- Interview, hire, train, supervise, advise, and evaluate part-time and seasonal staff, student interns and volunteers;
- Review risk management issues related to the delivery of recreational services;
- Research grant opportunities and prepare appropriate documents to secure grant funding for programs;
- Prepare news articles and performs other public relations work relating to recreation programs;
- Prepare and maintain appropriate files, reports, and records.

**Physical Requirements:** This is medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, walking, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**Minimum Qualifications:**

- Bachelor's degree with coursework in recreation, leisure services, education or related field and some (generally 3-5 years) experience planning and directing youth programs, camps, activities, and general recreation programs with at least 1 year of supervisory experience. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license.
- Available to work a flexible schedule including days, nights, weekends, and holidays.
- Current possession of CPR/First Aid/AED certification or the ability to obtain within 3 months of hire date.
- The City's pre-school program is licensed under the Commonwealth of Virginia as a daytime child care center, and candidates must meet minimum standards as set forth by the Department of Education.
- Experience with licensure through Virginia Department of Education (formerly Social Services) or similar agency is preferred but not required.

The ideal candidate should have thorough knowledge of:

- The philosophy and objectives of public recreation and the methods involved in organizing, conducting and supervising a program of recreation activities;
- The principles, rules, materials and equipment required for a variety of recreational and sport activities;

- Budgets and accounts payable/receivable practices;
- First aid practices and techniques.

The Recreation Program Specialist II - Youth & Childcare Programs role requires the ability to:

- Supervise staff and coordinate staff functions and programs;
- Plan and organize events, activities, and projects;
- Prepare, justify, and monitor a program budget;
- Instruct participants;
- Adhere to program standards and objectives outlined by department management;
- Communicate ideas clearly and accurately;
- Resolve disputes with firmness and impartiality;
- Meet and deal tactfully with the public;
- Establish and maintain effective working relationships with associates, program participants, subordinates and the general public.

**Interested in this job opportunity but don't meet the minimum requirements above for the Specialist II level?** Applicants will be considered for the [Specialist I](#) level at a rate commensurate with qualifications.

Successful applicants for this position must complete a satisfactory drug screen, criminal background investigation, fingerprinting, tuberculosis (TB) test, and any requirements set forth by the Commonwealth of Virginia's Department of Education to ensure licensure of the pre-school program.

**To Apply:** Applications will be accepted on the City's website until a suitable pool of candidates is received. **The first review of applications is expected to begin by September 7, 2021.** This position may close at any time after 10 calendar days. (posted 08/27/2021)

***The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.harrisonburgva.gov/employment>

Job #5416 - (Aug 2021)  
RECREATION PROGRAM SPECIALIST II - YOUTH &  
CHILDCARE PROGRAMS  
CM

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