



Charter Township of Orion

Position Available Programmer Parks & Recreation Department

Full-time (40 hours per week) Programmer needed for the Parks & Recreation Department. Bachelor's degree in Parks and Recreation, Community Education, Gerontology, Geriatrics, Senior Programming or related field or four or more years of experience in senior leisure, recreational and educational programming. Valid Driver's license is required. Certification as a Certified Parks and Recreation Professional (CPRP) preferred. CPR and First Aid Certification preferred. Approved applicant must have a complete physical and drug screening along with background check.

Starting pay is \$19.98 per hour (non-negotiable) plus benefits. This is a Level 6 Technical Unit union position.

Scroll down for complete job description.

Please submit cover letter, resume and completed employment application form to the Supervisor's Office, 2525 Joslyn Road, Lake Orion, MI 48360. You may also email it to jsavard@oriontownship.org. Application deadline is 4:00 p.m. on Monday, March 25, 2019.

Chris Barnett
Supervisor



Charter Township of Orion

Job Description

Job Title: Programmer
Reports to: Parks & Recreation Director

Position Description Summary

Under the direction of the Parks & Recreation Director, this position is responsible for coordination with the Orion Center staff as well as the overall operation of the Orion Center. Plans, organizes and coordinates a variety of the senior recreational programs, classes, activities and special events for the residents of Orion Township.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

1. Solicits grants, sponsorships and other sources of funding from a variety of sources including: corporations, local businesses, governmental and non-profit organizations.
2. Works with special interests and community organizations to provide leisure, recreation and/ or senior services, programs, leagues and events.
3. Responds to citizens' inquiries, concerns and complaints assuring that each issue is dealt with promptly and with care and concern. Provides information on programs, leagues, events and activities, answering the phone and assists taking program registrations. Handles all elevated complaints directed to the Orion Center and Community Programs Department.
4. Plans, instructs, coordinates and organizes instructors and volunteers for the senior and/ or recreational programs, leagues and events provided to Township residents. Schedules instructors and volunteers, secures facility and acquires needed materials, supplies and equipment. Coordinates payment of contracted instructors and program leaders.
5. Coordinates advertising, marketing and media, and promotions of senior and /or recreation programs and leagues including: preparation of flyers, brochures, mailings, emails and press releases, social media, electronic signs, website and other marketing media.
6. Develops and implements new programs and events, which includes writing descriptions, purpose and goals, scheduling volunteers and staff.

Job Title: Programmer - *continued...*

Essential Job Functions - *continued...*

7. Prepares and monitors budgets for senior and/or recreational programs, leagues and events including purchase of supplies, equipment, staff, soliciting donations and other items. Evaluates senior and/or recreational programs, leagues and events and maintains information needed for a final program budget report.
8. Recruits and hires interns, volunteers and seasonal staff with approval of the director. Coordinates the volunteers and instructional/recreational staff of the Community Programs Department.
9. Prepares correspondence, memorandums, reports, grants, fee schedules and other materials related to senior and/or recreational services, programs, leagues, events and classes.
10. Assists with processing Orion Center and Parks facilities rental and permit process and facility scheduling, including: the collection of fees, verifying insurance and other documentation with Office Coordinator.
11. Performs accounting for various contracts, grant funding and program registration using program software. Maintains programming records for activities, classes, leagues and events.
12. Assists in preparing agendas, minutes, packets and other related materials for Advisory Councils and other committees.
13. Responsible for a variety of departmental activities including: securing facilities, and ensuring proper use of equipment, office areas, kitchen equipment, food preparation, township assets, vehicles, media, computers, audio/visual and sound equipment, compiling data and assisting others members of the department with their work at peak seasons.
14. Assists other Township staff with set up and tear down for events, activities, classes, leagues and programs as necessary. Provides support to the Orion Center team by physically serving the Orion Center guests, assisting with Orion Center membership tours, and attending field trips as needed. Coordinates with caterers, clients, entertainment, contracted staff, volunteers, Orion Center staff and others as necessary.
15. Prepares check requests, reimbursements, refunds, purchase orders, deposits and revenues.
16. Maintains a safe work environment and operates within OSHA/MIOSHA guidelines.
17. Performs other duties as assigned.

Job Qualifications

1. Bachelor's degree in a field related to community education, gerontology, geriatrics, senior programming, or parks and recreation with at least 25 credit hours of coursework and training in community education, gerontology, geriatrics, senior or parks and recreation programming AND four or more years of experience in community education, gerontology, geriatrics or senior programming, or an equivalent combination of education and experience. Supervisory experience is preferred.
2. Must hold a valid Michigan Driver License and have a driving record in Good Standing. To be in Good Standing Driver must be subject to a current DMV printout report with none of the violations below*:
 1. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
 2. Two or more other moving violations and one at fault accident in the last three years
 3. Three or more other moving violations in the last three years
 4. Two or more at fault accidents in the last three years with no moving violations

*Drivers will not be qualified for this position if they meet or exceed any of the four guidelines at any time during the course of employment. It is the employee's responsibility to inform Charter Township of Orion any violations that result in more than two (2) points for a violation.

3. Certification in CPR and First Aid preferred.
4. Full understanding of the senior leisure, recreational and educational program planning process.
5. Reasonable knowledge of modern office equipment, communication equipment, and computer equipment. Computer skills necessary to effectively utilize word processing, spreadsheet and database software applications. Experience with recreation and desktop publishing preferred.
6. Must have advanced budgeting skills, time management prioritization, organizational skills, judgment, and decision making skills while being able to handle the pressures and meet deadlines.
7. Above average customer service skills and the ability to tactfully handle difficult customer service situations. Excellent written and verbal communication skills.
8. Ability to maintain a cooperative working team relationship with supervisors, maintenance staff, volunteers, community service members, and other staff members

Job Title: Programmer - *continued...*

Job Qualifications – *continued...*

9. Physical ability to periodically lift, push or pull items weighing up to 40 pounds, as well as to climb/bend/stoop/crawl/reach when performing set up and tear down of events. Must be able to walk, stand and balance when serving guests for events. Physical ability to occasionally sit at a computer terminal for extended periods of time.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job the employee is required to stand, walk, stoop and kneel. It is crucial to the outcome of the job tasks that the employee is able to talk, hear, and use hands to finger, handle or operate objects, tools, or controls and to reach with hands and arms.

The employee in this position will be working mainly in an office environment, however, will be required to work outdoors at various park site locations. The employee is occasionally required to climb and/or balance. The employee must occasionally lift and/or move objects of moderate to heavy weights while performing the duties of this job.

The position will require some evenings and weekends with additional hours throughout the weekdays. Extended work day (beyond 8 hours) may occasionally be required. The individual in the position must be able to work a flexible schedule based on the need of the department, scheduled activities, special events and programs.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. This document is not intended to be a contract between the employee and the employer.