

Washington County, Georgia

Recreation Department

Programmer

GENERAL NATURE OF WORK

The programmer directly assists the athletic director in organizing, implementing, and supervising different programs. The programmer assists with technical issues with computers and orders supplies. This position is generally required to comply with any orders given by directors.

EXAMPLES OF WORK

Essential Job Functions:

Assist in supervising recreation activities.

Schedule games, practice, and meetings.

Assist in organizing recreation programs.

Manage concession stand or assist person leasing concession stand.

Assist in meetings.

Maintain inventory and order supplies accordingly, especially for clean up and concession stand.

Inspect and issue equipment.

Clean and maintain multi-purpose building (includes use of floor scrubbers and blowers).

Additional Job Functions:

Assist with technical issues.

Set up and take down equipment associated with programs.

Pass out flyers and programs.

Perform additional duties as required.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Strong interpersonal skills and ability to work in a group environment with others.

Wide knowledge of rules in a variety of sports.

Basic mathematical skills.

Basic computer skills.

Ability to operate a truck, van, golf cart, and car.

SUPERVISORY RESPONSIBILITY

Facilitator/Work Leader—Provide training and program guidance. Responsible for coaching, technical assistance, and monitoring workflow and quality. May serve as one of several appraisers or participate in performance appraisal process. Do not select or discipline employees.

FISCAL RESPONSIBILITY

Monitor petty cash and small activity funds. Order supplies and equipment for a unit within a department. Requests for significant purchases go to higher level authority.

WORKING CONDITIONS

Generally good working conditions. Little to no exposure to harm or danger. Everyday risks require normal safety precautions.

Light physical work. Exert up to 50 lbs. of force occasionally, and/or up to 25 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.

TRAINING AND EXPERIENCE

Completion of a standard high school course of study, or its recognized equivalent.

NECESSARY SPECIAL REQUIREMENTS

Valid Georgia driver's license.

Shall meet all requirements of changing state and local laws in regards to qualifications and duties of this position.

May require additional training and education as a condition of continuing employment