



TOWN OF MOUNT OLIVE JOB DESCRIPTION

PARKS & RECREATION SPECIALIST

GENERAL WORK FUNCTIONS

Department	Parks & Recreation
FLSA Status	Non-exempt
Reports To	Parks & Recreation Director
Salary Range	\$18.00 - \$20.00 per hr.

POSITION SUMMARY

The Parks & Recreation Specialist assists with the planning, organizing, implementation and supervision of recreational programs, special events, athletic leagues, facility operations, and park activities. This position supports the Parks & Recreation Department by providing quality recreational opportunities and maintaining a positive experience for residents and visitors.

GENERAL STATEMENT OF DUTIES

The following duties are representative but not all-inclusive:

- Assists with organizing and supervising youth and adult athletic programs, leagues, tournaments and camps
- Assists with planning and coordinating community events, festivals, senior programs, leagues, tournaments and special activities
- Oversees recreational facilities during programs and events to ensure safety and proper operation
- Assists with scheduling facility rentals and preparing facilities for public use
- Helps recruit, train and supervise part-time staff, officials, volunteers and program instructors
- Assists with marketing and promoting recreation programs through social media, flyers, websites and community outreach

- Maintains program records, registration information, attendance reports and participant evaluations
- Assists with field preparation, equipment setup and facility inspections
- Provides excellent customer service to residents, participants, coaches and visitors
- Monitors recreation facilities and parks to identify maintenance needs, and reports issues to appropriate personnel
- Assists with concession operations and inventory management when applicable
- Supports department fundraising and sponsorship initiatives
- Performs opening and closing duties for recreational facilities
- Assists with emergency response procedures and incident reporting
- Performs other related duties as assigned

Knowledge, Skills and Abilities

- Knowledge of parks and recreation principles and practices
- Ability to organize and supervise recreation programs and events
- Strong communication and customer service skills
- Ability to work effectively with children, adults, volunteers and community organizations
- Ability to operate standard office equipment and recreation-related equipment
- Ability to work evenings, weekends and holidays as required
- Ability to establish and maintain effective working relationships with coworkers and the public

Qualifications

- Bachelor's degree in Recreation and Leisure Studies, Sports Management or a closely related field
- Experience in recreation programming, athletics, event management or customer service preferred
- A valid North Carolina driver's license is required

Working Conditions

- Ability to lift up to 50 pounds
- Ability to stand, walk, bend, and perform physical activities for extended periods
- Ability to work outdoors in varying weather conditions

Work Schedule

- Primarily Monday through Friday; however, evening, weekend and holiday work is required for programs, athletic events and community activities

Benefits

The Town of Mount Olive offers a competitive benefits package to eligible employees. *(Please note this is a summary; full benefit details are available through the Town's Human Resources Department and official policy documents).* The Town of Mount Olive is an Equal Opportunity Employer.

About the Town of Mount Olive

The Town of Mount Olive is an Equal Opportunity Employer committed to professional management, ethical governance, and high-quality public service. The Town values transparency, accountability, and respect in serving the community.

Disclaimer

This job description outlines the general nature and level of work performed by the Director of Public Works. It is not intended to be an exhaustive list of duties or responsibilities. The Town reserves the right to modify or assign additional duties or responsibilities consistent with Town policies and operational requirements, and North Carolina and Federal guidelines.

Job Description updated _____

By _____