

# Job Description

## Program Monitor

VT | POS #

<b>Direct Report</b>	Director of Parks & Recreation & Beaches	<b>Grade</b>	U02 \$15.23hr- \$18.11hr*
<b>Department</b>	Parks & Recreation	<b>FLSA</b>	Non-Exempt
<b>Division</b>	Andrea McCoy Recreation Center	<b>Bargaining Unit</b>	Unclassified
<b>Date</b>	January 2024	<b>Location</b>	181 Hillman Street

**Homeland Security Emergency Status:** Non-Essential

**Safety Classification** – Non-Safety Sensitive Position

### Summary

Assists the Department of Parks, Recreation & Beaches (PRB) in maintaining and supervising various programs for children. Leads others in recreational activities and supervises programs and other recreational activities within the recreation center, at after school programs, and/or at parks and community sites.

### Supervisory Responsibilities

*Supervision Scope:* Supervises program participants, volunteers, etc. as directed.

*Supervision Received:* Works under the general supervision of the Andrea McCoy Recreation Center Manager and the Director of Parks, Recreation & Beaches.

*Supervision Given:* Supervises program participants, volunteers, etc. as directed.

### Essential Function

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Ensures a safe, productive and caring environment for children and staff.
2. Provides a safe environment by ensuring the building and all its equipment is safe to use and will be used safely & appropriately; secures premises by carefully adhering to policy and procedure; follows admittance protocols for participant and staff safety; supervises all daily activities such as physical fitness, arts and crafts, and more.
3. Assists PRB staff in planning & conducting recreation programs, activities and events, participating when needed; provides guidance to recreational aides, volunteers and mentors; responsible for providing a safe place for kids to learn and have fun.
4. Welcomes members and guests to the recreation center; provides information on the recreation center's services and answers questions and offers assistance.
5. Helps new members complete the registration procedure.
6. Hands out membership cards and maintains database.
7. Collects payments from participants and handles revenue according to procedures.

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8. Completes daily shift summaries and performs data entry and other clerical functions as directed.

*The duties listed above 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 position. The job description does not constitute an employment agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.*

### Competencies

Communication Proficiency	Independent Judgement	Integrity
Customer Service	Digital Literacy	Creativity
Teamwork & Collaboration	Adaptability	Sensitivity to Others

### Tools and Equipment

- Athletic equipment, games, arts, and crafts supplies, etc.

### Minimum Qualifications

- Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

### Education and Experience

N/A

### Required Skills and Abilities

- Sound knowledge of working with youth to create an enriched, safe, productive, and caring environment for children and staff.
- Knowledge in planning & conducting recreational programs, activities, and events, participating when needed; provides guidance to recreational aides, volunteers, and mentors; responsible for providing a safe place for kids to learn and have fun.
- Ability to establish and maintain an excellent and effective professional working relationship with staff, Mayor, other municipal government agencies, and members of the public.
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive.
- Competency in computer skills and thorough knowledge of Microsoft Office including Word, Excel, and Outlook.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to embrace the City's mission and organizational values.

### Tools and Equipment Used

Computers, calculators, phones, copy machines, and other general office equipment.

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## Work Environment

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

While performing the duties of this job, the employee may be required to work outside under different weather conditions exposed to wind, sun, humidity, and airborne particles. The noise level is what is expected when large groups of people are present.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to handle, feel, or operate objects, tools, or controls. The employee is regularly required to climb or balance; position self to run and jump.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

## Work Hours

This is a variable time non-exempt position with varied schedule with required availability for after normal hours of operation during emergencies and other departmental critical needs.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.