



DRIPPING SPRINGS
Texas

DRIPPING SPRINGS RANCH PARK
PROGRAM SPECIALIST
FULL-TIME NON-EXEMPT

A. GENERAL PURPOSE

The DSRP Program Specialist develops and implements specialized recreational programs and activities for youth and adult participants. This position has direct oversight over the Coyote Kids Camp and Tween Scene programs.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in the development, marketing, scheduling, implementing, conducting, and coordinating of Ranch Park activities, programs, and special events.
2. Responsible for the preparation and daily operations of the Coyote Kids Camp.
3. Responsible for the preparation and operation of the Tween Scene program.
4. Ensures all events and activities conform to appropriate safety rules.
5. Transports and/or accompanies program and event participants.
6. Coordinates with other organizations as needed.
7. Solicits donations/sponsorships for programs.
8. Performs day to day point of sale transactions utilizing current business operations software.
9. Completes and maintains forms, records, and reports.
10. Provides participants and the general public with information.

11. Ensures proper facility and equipment set up and maintenance.
12. Maintains inventory of supplies, tools, equipment, and prizes.
13. Maintains effective working relationships with employees, city officials, and the general public.
14. Maintains confidentiality and exercises prudent judgment on sharing of information.
15. Performs other tasks as assigned by the Ranch Park Manager or Ranch Park Program Coordinator.

C. SUPERVISION

Works under the general direction of the Dripping Springs Ranch Park Program Coordinator.

D. EDUCATION AND EXPERIENCE

1. Graduation with an associate degree from an accredited college or university in Recreation or a related field, plus one (1) year of experience related to the development and implementation of the assigned programs.
2. Experience may substitute for education up to a maximum of two (2) years.

E. TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, 10-key calculator, phone, copy/printer machines, and any other office equipment needed for this position. Employee shall be familiar with Civic Rec or shall be willing to be trained upon employment.

F. SPECIAL REQUIREMENTS

1. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle.
2. The employee is occasionally required to move about the park and Event Center and visit various sites throughout the City.
3. Standard First Aid and C.P.R. certifications desirable but not required.
4. Ability to establish and maintain effective working relationships with employees, City officials, and general public.
5. Ability to communicate effectively verbally and in writing.

6. Ability to handle confidential and sensitive information while maintaining confidentiality.
7. The employee must be able to lift up to fifty (50) pounds on an infrequent basis.

G. WORK HOURS

This is a full-time, non-exempt position. Forty (40) hours per week. Core work hours will be set by the Ranch Park Manager or the Ranch Park Program Coordinator. This position includes weekend hours, evening and night hours, and Holiday hours as assigned year-round and shares the responsibility for staffing the Event Center during these hours with the park and Event Center staff. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Ranch Park Manager or the Ranch Park Program Coordinator. Any overtime hours performed must be preapproved by the Ranch Park Manager or the Ranch Park Program Coordinator.

H. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud.

I. SALARY

Pay days are every other Friday, or as otherwise determined by the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, disability, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership, or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, sexual orientation, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Ginger Faught at (512) 858-4725.

***Please note:** This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*