

**Town of Natick**  
**Job Description-DRAFT**

<b>Position Title:</b>	Recreation Professional (part time)	<b>PT Grade Level:</b>	Premium- Non Exempt
<b>Department:</b>	Recreation & Parks	<b>Reports to:</b>	Recreation & Parks Director Designee

**Statement of Duties:** Will vary based on the supplemental job descriptions

**Supervision Required:** Will be designated by the Department Director and Outlined in each supplemental job description

**Supervisory Responsibility:** These employees are not responsible for the supervision of any employees unless otherwise stated in the supplemental job description

**Accountability:** Errors and omissions in work could result in poor employee morale, monetary loss, missed deadlines, and legal repercussions.

**Judgment:** Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, protocols, procedures, regulations or guidelines to apply to each case.

**Complexity:** Work consists of a variety of duties that generally follow standardized practices, procedures, regulations and guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or information involved, or sought, in a particular situation.

**Confidentiality:** Individual judgment and application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** The employee will be working in recreation center setting. The position is subject to frequent interruptions. In addition, the job requires use activity appropriate equipment that will be outlined in the supplemental job description

**Nature and Purpose of Contacts:** The employee will primarily work with the public, co-workers, and staff from the recreation & parks department. Contact with the public is extensive and requires patience, courtesy, tact and diplomacy

**Occupational Risks:** In general the duties of this position will have risks based on the activity outlined in the supplemental job description

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**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Provide specialty instruction within the field of Recreation and Parks
- Specialties include but are not limited to Drama and Theater Directors, Umpires, Referees, DJ's, Certified Coaches/Instructors, EMT, Nurse, Artists.
  - (See supplemental job descriptions which are labeled RP – 1,2,3.....)
- Maintain emotional and physical safety of participants
- Provide excellent customer service, professional advice and assistance to all patrons
- Conduct oneself in a professional manner and maintain a professional image at all times
- Be informed about and promote all course activities and services

**Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities to perform the specific functions of the job, which will be outlined within the supplemental job posting.

- Examples include but are not limited to Lifeguard Instructor Certification, Registered Nurse, 1<sup>st</sup> Aid & CPR, Advanced Life Support, Professional Musician/Artist
- Exceptional interpersonal skills
- Two years' experience working with youth in theater, grades 4-8 preferred
- Higher education in the music and theater field preferred

**Special Requirements:**

- Must pass a CORI & SORI form
- Must have a valid MA driver's license

\*These positions are classified as part time positions as outlined in the Natick Town By Laws- Article 24. Positions do not have a guaranteed schedule and hours could vary from 0 - 40 per week but not to exceed 1039 per year.