



Charter Township of Orion

Position Available **Programmer Assistant**

Assists with planning, organizing, and coordinating a variety of senior and/or recreational programs and special events. Schedules and oversees officials, instructors, and volunteers assisting with programs and special events. Qualifications include knowledge normally acquired through the completion of a high school degree or equivalent and two years' experience with seniors, programming, or community education. A Bachelor's Degree in Parks and Recreation, Community Education, Gerontology, Geriatrics, Senior Programming, or related field, or four or more years of experience in recreational and/or senior programming is preferred.

Scroll down to review the full job description for complete details and required qualifications.

This is a Technical Unit Level 3 position, part-time, \$17.35 per hour, no benefits. Approved applicant must pass a complete physical and drug screening along with background check.

Please submit your cover letter, resume, and completed application to Supervisor's Office, 2323 Joslyn Road, Lake Orion, MI 48360. Position open until filled.

Chris Barnett
Supervisor



Charter Township of Orion

Job Description

Job Title: Programmer Assistant
Department: Parks & Recreation
Reports to: Director of Parks, Recreation & Facilities
Union Affiliation: Technical Unit
Position Level: 3
FLSA Status: Non-Exempt

Job Summary

Under the general direction of the Director of Parks, Recreation & Facilities, assists with planning, organizing, and coordinating a variety of senior and/or recreational programs and special events for the residents of Orion Township. Schedules and oversees officials, instructors, and volunteers assisting with programs and special events.

Essential Job Functions

The duties listed below 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 level and/or class of this position.

1. Assists with planning and organizing for a variety of recreational and/or senior programs and events. Assists with securing the facility and acquiring needed materials, supplies, and equipment. Assists with coordination of payment of contracted instructors and program leaders.
2. Assists staff and/or others in taking down/putting away items at the completion of various scheduled activities, events, programs, rentals, and classes.
3. Coordinates advertising and promotions of senior and/or programs and leagues including preparation of flyers, brochures, mailings, emails, and press releases with Programmer staff.
4. Assists with developing and implementing new programs, leagues, and events which include writing descriptions, purpose and goals, and scheduling volunteers and staff.
5. Assists in preparing and monitoring budgets and final reports for recreational, leisure, and/or senior programs which includes costs of supplies, equipment, staff, soliciting donations, and other items.
6. Provides general support by assisting customers with concerns or complaints. Providing information on programs, providing tours of the facility, answering the phone, and taking program registrations.
7. Assists with setup and teardown for events, rentals, activities, classes, and programs as necessary. Provides support to the Orion Center team by physically serving the Orion Center guests, assisting with Orion Center membership tours, and attending field trips, special events, and activities as needed.
8. Evaluates recreation and/or programs, leagues, classes, and/or events.

9. Assists with securing on-site facility needs for classes, activities, and/or events.
10. Assists with planning trips or tours, and coordinates transportation and chaperones for day trips, special events, programs, and activities.
11. Displays empathy, compassion, and patience for the needs and issues of the senior and community population.
12. Maintains a safe work environment and operates within OSHA/MIOSHA guidelines.
13. Performs other duties as assigned.

Job Qualifications

1. The job requires knowledge normally acquired through the completion of a high school degree or equivalent and two years' experience with seniors, programming or community education. A Bachelor's degree in Parks and Recreation, Community Education, Gerontology, Geriatrics, Senior Programming or related field or four or more years of experience in recreational and/or senior programming is preferred.
2. Basic knowledge of programs and the recreational programming process.
3. Must hold a valid Michigan Driver's License and have a driving record in Good Standing. To be in Good Standing Driver must be subject to a current DMV printout report with none of the violations below*:
 1. Any major violations (DWI, homicide, reckless driving, drugs, leaving the scene) within the last three years
 2. Two or more other moving violations and at-fault accidents in the last three years
 3. Three or more other moving violations in the last three years
 4. Two or more at fault accidents in the last three years with no moving violations

*Drivers will not be qualified for this position if they meet or exceed any of the four guidelines at any time during the course of employment. It is the employee's responsibility to inform Charter Township of Orion any violations that result in more than two (2) points for a violation.
4. Full understanding of the senior leisure, recreational, therapeutic, and educational program planning process
5. Reasonable knowledge of modern office equipment, communication equipment, and computer equipment. Possess computer skills necessary to effectively utilize word processing, spreadsheet, and database software applications. Experience with recreation software is helpful.
6. Good customer service skills and ability to tactfully handle difficult customer service situations with patience and tact.
7. Ability to maintain a cooperative working team relationship with supervisors, maintenance staff, volunteers, community service members, and other staff members.
8. Good time management, prioritization, organizational skills, good judgment, and decision-making skills with the ability to work independently with minimal supervision.

9. Ability to work under and handle the pressures of deadlines and assist the general public with frequent interruptions.
10. Physical ability to periodically lift, push or pull items weighing up to 40 pounds, as well as to climb/bend/stoop/crawl/reach when performing set up and tear down of events. Must be able to walk, stand and balance when serving guests for events. Physical ability to occasionally sit at a computer terminal for extended periods of time.

Working Conditions/Physical Demands

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

1. While performing the duties of this job the employee is required to stand, walk, stoop, and kneel. It is crucial to the outcome of the job tasks that the employee is able to talk, hear, and use hands to finger, handle or operate objects, tools, or controls and to reach with hands and arms.
2. The employee in this position will be working mainly in an office environment, however, will be required to work outdoors at various Township and park site locations during extreme heat or cold. The employee is occasionally required to climb and/or balance. The employee must occasionally lift and/or move objects of moderate to heavy weight while performing the duties of this job.
3. The position’s primary schedule is evenings and weekends with additional hours throughout the weekdays. The individual in the position must be able to work a flexible schedule based on the need of scheduled activities, special events, and programs.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.

Employee Signature

Date

Human Resources

Date

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. This document is not intended to be a contract between the employee and the employer.

Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Rev	Date	Description	Author(s)
00	02/06/2023	Original Job Description	Department Head, HR