

# HUMAN RESOURCES DEPARTMENT



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## JOB POSTING

### **PART TIME RECREATION SPECIALIST/OUTDOOR RECREATION & TRAILS:**

Town of Payson, AZ. Salary \$12.48 - \$18.71/hr.

The Town of Payson Parks, Recreation & Tourism Department is seeking qualified applicants for the position of Part Time Recreation Specialist for their Outdoor Recreation Program & Trails. This position Coordinates events and activities and acts as a facilitator for outdoor recreation programs and classes as needed as well as provides support and oversight for the Payson Area Trails System (PATS) and its volunteers.

**REQUIRES:** High School diploma or GED equivalent, supplemented by two (2) years of post secondary college level training, college degree preferred, two (2) years of recreational programming experience, knowledge of PATS and other Trail Management, or any equivalent combination of education and experience. Must have a valid Arizona Drivers License.

**APPLICATION PROCESS:** Required Town of Payson application may be obtained by calling (928) 474-5242, x233, by downloading application at [www.paysonaz.gov](http://www.paysonaz.gov) or pick one up at Town Hall or Parks, Recreation & Tourism. Human Resources Dept., 303 N Beeline Hwy, Payson, AZ 85541 must receive applications, no later than 4PM MST, 02/17/12.

### **BENEFITS:**

- Arizona State Retirement System

Town of Payson  
Job Description

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Position Title: **Recreation Specialist/ Outdoor Recreation & Trails**

Pay Grade: **36**

Department: **Parks, Recreation and Tourism**

Reports To: **Parks, Recreation and Tourism Director**

Status: **Permanent Part-Time, Non-Exempt**

Approved By:

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**GENERAL PURPOSE**

Coordinates events and activities and acts as a facilitator for outdoor recreation programs and classes as needed as well as provides support and oversight for the Payson Area Trails System (PATS) and its volunteers.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Parks, Recreation and Tourism Director.

**SUPERVISION EXERCISED**

At the discretion of the Parks, Recreation and Tourism Director may supervise part-time recreation staff, special interest instructors, and volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates recreation staff in the development and implementation of outdoor recreation and PATS programs.
- Instructs various outdoor recreation programs for youth and adults, including trail hikes, archery, shooting sports, outdoor skills, overnight trips, classes and workshops etc.
- Responds to public inquiries about outdoor recreation programs and PATS made by telephone, correspondence, or during public meetings.
- Assists with the publication of communications regarding outdoor recreation programs and PATS.
- Coordinates schedules and maintains related records and statistics for programs and personnel.
- Recruits volunteers and independent contractors as needed for outdoor recreation programs and PATS
- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities,

conducting arts/crafts activities for children, making arrangements for rental and use of Recreation Building, helping set up tables and chairs for classes, etc.

- Assists in the planning and management of any special event or outdoor recreation activity.
- Promotes interest and provides information regarding outdoor recreation programming and PATS to community leaders, recreation officials, community service groups, other departments, and the general public.
- Leads trail improvement and building activities as a crew leader, under the direction of the Parks, Recreation and Tourism Director.
- Assists and directs volunteer groups and part-time staff in trail improvement, trail building and maintenance activities.
- Performs volunteer record keeping, including Adopt-a-Trail program.
- Organizes new special events and activities that will utilize the PATS Trails System or outdoor recreation programs.

### **PERIPHERAL DUTIES**

- Performs a variety of miscellaneous duties such as providing support to other departmental activities and special events, answering the phone, typing correspondence, running errands, picking up supplies needed for activities, making arrangements for rental and use of buildings, helping set up tables and chairs for classes, etc.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college level training.
- College Degree preferred
- Two (2) years of recreational programming experience, and
- Knowledge of PATS and other Trail Management or
- Any equivalent combination of education and experience.

### **REQUIRED MINIMUM QUALIFICATIONS**

- Considerable knowledge of outdoor recreation activities and trail management. Considerable knowledge of the equipment, facilities, operations and techniques used in trails management.
- Ability to instruct varied outdoor recreation activities involved in a community recreation program; Ability to establish and maintain effective working relationships with volunteers, employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers as needed.

- Ability to work hours as necessary to complete the duties of the position.

Certifications & Licenses:

- A valid state driver's license.
- Current First Aid and CPR certification preferred.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and data base software; calculator; copy and fax machine; phone; mobile or portable radio; ATV; automobile; various trail building tools necessary for trail construction and maintenance.

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

While performing the duties of this job, the employee is frequently required to hike, walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate heavy objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**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 frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

**MENTAL ACTIVITIES**

Reasoning: Ability to apply common sense understanding to carry out assigned duties. Ability to reason with a diversity of cultures and individuals and difficult conditions and often strong and vocal viewpoints.

Logic: Ability to perform basic skills, including organizational and process management.

Language/Communication: Demonstrable ability to communicate clearly and concisely orally and in writing.

*All job descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been included. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance however, should the duties, responsibilities and requirements be interpreted as all-inclusive. Supervisors as deemed appropriate may assign additional functions and requirements.*

*In accordance with Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodation will be made which may pose serious health or safety risks to the employee or others or which may pose undue hardships on the organization.*

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date