

# **HANCOCK PARK DISTRICT JOB POSTING**

## **Program Specialist**

### **JOB DESCRIPTION**

The primary responsibility of the permanent part-time Program Specialist is to help develop and implement a comprehensive public program that is diverse from a topic, target market, and park location standpoint (i.e., serve all ages in a variety of ways, with a variety of programs, and at a variety of park locations). The Program Specialist is expected to schedule and conduct programs when people are available to participate (weekdays, weeknights, and weekends) and develop programs from four broad program categories, including Environmental Education, Outdoor Education, and Nature Study; History and Living History; Outdoor Recreation, Nature-Based Outdoor Recreation, Outdoor Adventure, and Outdoor Recreation Skills Instructional Courses (Leisure Education Initiative); and General Recreation Programs and Activities.

The Program Specialist is responsible for implementing a six-step program delivery process, including program idea, program development, program description, program planning, program leadership, and program evaluation on a seasonal and year around basis. In addition to public programs, the Program Specialist is expected to lead requested programs (e.g., school programs).

### **QUALIFICATIONS**

A bachelor's degree in Parks and Recreation Administration, Natural Resources, Biology, Ecology, Zoology or a closely related field and at least two years of experience in program planning, program development, and program leadership is preferred. However, any combination of education and experience that demonstrates the ability to perform the essential duties of the position will be considered.

The Program Specialist should be proficient with Microsoft Office software applications and have the ability to communicate in a clear and professional manner both orally and in writing, demonstrate high professional standards and a progressive program management mindset, and be willing to accept new challenges, technologies, and opportunities. The Program Specialist should have excellent presentation, customer service, and organizational skills along with the ability to teach and lead participants of all ages and develop and maintain effective working relationships.

The Program Specialist should possess creativity and imagination, have interest and passion for the work, exhibit enthusiasm for the job, demonstrate a strong work ethic and a positive attitude, and be resourceful. Moreover, the Program Specialist should be comfortable working in an environment and culture that values empowerment, ownership, professionalism, responsibility, enjoyment, results, and the freedom to put oneself into the work while adhering to overarching program management criteria and operational procedures.

### **SALARY AND BENEFITS**

The base pay for this position is \$15.45 per hour; 1,200 hours are available each year. Classification: Grade 8 – Permanent/Part-time. Benefits include one paid personal day each year after six months of employment and a pension plan through the Ohio Public Employees Retirement System (OPERS).

### **APPLICATION PROCESS**

A complete job description and application are available online at [www.hancockparks.com](http://www.hancockparks.com). An application along with a cover letter and résumé are required and must be mailed to or dropped off at Hancock Park District, 1424 East Main Cross Street, Findlay, Ohio 45840 (Monday-Friday from 8:00 a.m. to 4:30 p.m.) or emailed to [hpdparks@hancockparks.com](mailto:hpdparks@hancockparks.com) or faxed to 419-423-5811. This position is Open Until Filled. The first review of applications will be on Monday, October 24, 2022. The Hancock Park District is an Equal Employment Opportunity (EEO) employer.