City of Mason

Employment Opportunity
For
Program Specialist

Starting salary:	**$17.16 – $24.34 (DOQ)**	**Classification:**	**Specialist**
Reports To:	**Program Coordinator**	**FLSA:**	**Non-Exempt**
Posted:	**9/14/2026**	**Department:**	**Parks & Recreation**
Working Hours:	**Flexible**	**Status:**	**Seasonal**

General Statement of Duties and Distinguishing Features of Class

The Program Specialist position is responsible for assisting with the operations or developing, implementing, and evaluating programs with the City of Mason's Parks and Recreation Department as assigned. This position will be under the direction of a Manager, Supervisor or Coordinator.

Examples of Work (Illustrative Only)

- Provide interaction with participants individually or in group settings.
- Responsible for planning and implementing assigned programs.
- Provide supervision, and evaluating of programs as assigned.
- Assists with administration duties of assigned areas within the department and citywide.
- Assists with set-ups/teardown and securing of the program equipment and materials.
- Monitors the safe and appropriate use of all equipment.
- Maintains accountability and proper storage, and reports maintenance or repair requests.
- Maintains a positive and approachable composure to promote patron-employee interaction.
- Prepares and maintains administrative records and paperwork as requested.
- Supervises and ensures safety of Mason Community Center program participants.
- Attends in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and Parks & Recreation Department.
- Displays knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs other related duties and responsibilities as required.

Skills, Knowledge, and Abilities: The following is preferred

- Positive attitude and approachable demeaner.
- Ensuring the safety and well-being of all attendees and participants.
- Acquire and maintain current certification in American Red Cross *Standard First Aid and CPR.*
- Ability to lift and move objects.
- Knowledge of programs in assigned areas: Aquatics, Sports, Enrichment, Fitness, Birthday Parties.
- Proficiency in engaging and interacting with participants of all ages in a professional setting.
- Ability to follow oral and written directions.
- Good organization and interpersonal communication skills.

Working Environment/Physical Requirements

Work in a fast-paced recreational environment both indoor and outdoor at times. Requires walking, standing, stooping, kneeling, talking, hearing and visual ability to meet the needs of the job for extended periods of time. Ability to lift/carry objects up to 50 pounds.
This is a high public contact position.

I understand that I am applying for employment at will and nothing in this job description and no oral statements made to me In connection with this job description can be construed as a contract of employment.