

Position Title	RECREATION COORDINATOR	Department	Parks and Recreation
Subject to Recall	During emergencies or as needed	FLSA Status / Union	Non-Exempt (hourly) Non-Union
Residency Requirement	None	Shift Work	No
Supervision Received	Under close supervision of Recreation Program Superintendent	Supervision Exercised	Functional and technical direction over assigned recreation staff.

DESCRIPTION OF WORK

Manage, coordinate, and evaluate youth and adult recreation programs, leagues, aquatic facilities, and special events for persons of all ages in the community. Coordinate recreational activities with other divisions and provide complex staff assistance to the Recreation Program Superintendent. Work varies, requiring interpretive judgment within prescribed standards and procedures.

QUALIFICATIONS

Bachelor's Degree from an accredited college or university with major course work in recreation, physical education, leisure services, or a closely related field is preferred but not required. One year of experience working in a recreation environment preferred, but not required.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license with ability to be insured by city's insurance carrier to drive city vehicles.
- Must obtain and maintain First Aid and CPR certification.
- Willingness to work irregular hours as required by recreation programs.

ESSENTIAL FUNCTIONS OF THE JOB

- Recruit, hire, schedule, and training part-time and temporary recreation staff. Coordinate staff in the development and implementation of recreation activities and programs. Evaluate employee performance. Work with employees to correct deficiencies. Explain and enforce department and city policies.
- Assist in the daily administration and operation of the community center, Smith Softball Complex, and other recreation facilities.
- Develop, plan, supervise, and schedule year-round activities in association with the City facilities and outdoor programs.
- Plan and promote youth, teen and adult activities for all city facilities. Assist in the preparation of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs and facilities. Maintain records and develop reports concerning new or ongoing programs. Maintain records of registrations and fees collected.
- Coordinate athletic and recreational events to attract visitors to the community. Coordinate sports programs, schedule games and regular season tournament schedules, and assist with the coordination for registration recreational participants.
- Assist Recreation Program Superintendent in budget preparation and review program expenditures and revenues. Promote safety in all aspects of the job.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
- Prepare and maintain reports as required.
- Perform related duties as may be required and/or assigned.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Perform clerical work involving recreation activities and program registration as needed.
- Research and develop new programs.
- May serve on various employee committees.
- May assist other departments during emergencies.

REQUIRED KNOWLEDGE AND ABILITIES'****Knowledge of***

Recreation and programs offered by the Parks and Recreation Department. Rules and skill techniques of most sports including basketball, soccer, softball, and baseball.

Principles and processes for providing customer and personal services including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Business and management principles involved in strategic planning, resource allocation, human resource modeling, leadership technique, and coordination of people and resources.

Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Arithmetic, algebra, statistics, and their applications.

Electronic equipment, computer hardware, and computer software, including applications.

•Ability to

Communicate information and ideas in orally and in writing so others will understand.
Listen to and understand information and ideas presented through spoken words and sentences.
Organize and coordinate recreation programs and services.
Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
Work with a variety of people.
Establish and maintain effective working relationships with those contacted in the course of work.

EQUIPMENT/JOB LOCATION

Proficiency in the use and operation of equipment including but not limited to the following:

Tools

Office equipment including computer, printer, photocopier, multi-line telephone, calculator, fax machine, postage machine, scanner, and mobile phone

Automobile

Cash register, microphone, sport scoreboards, pool filtration and chemical system, and first aid kits

Technology

Word Processing Software such as Word, Database Software such as Access, Spreadsheet Software such as Excel

Desktop Publishing Software such as Microsoft Publisher, Forms Builder Software such as Seamless Docs

Document Management Software such as Adobe Acrobat, Laserfiche, Calendar and scheduling software

Accounting Software such as Quicken or QuickBooks

Electronic Mail Software such as Microsoft Outlook, Internet Browser Software such as Internet Explorer

Various freeware/shareware

Work Environment

Office setting, locations away from office, outdoors exposed to weather conditions

Quiet to moderate noise levels with occasional loud noise levels

Moving, mechanical parts; wet and/or humid conditions; airborne particles; contaminants (pollutants, gases, dust or odors); toxic or caustic chemicals; vibration; high, precarious places; risk of electrical shock; fumes or vapors; and minor burns, cuts, bites or stings

PHYSICAL REQUIREMENTS

• Occasionally (1%-33%)

Standing, Walking, Change of Position, Reaching, Reach across Midline, Handling, Fingering, Feeling, Kneeling, Climbing, In/Out of Machine, Use Leg/Foot (machine control), Simple Grasp, Firm Grasp, Lifting/Lowering 20-50 lbs, Carrying 20-50 lbs, Pushing/Pullings, 20-50 lbs

• Frequently (34%-66%)

Sitting, Stooping, Crouching, Use of Computer Monitor, Use Arm/Hand (machine control), Use Leg/Foot

Vision Requirements – close vision, color vision, peripheral vision, ability to adjust focus.

Medium Work – Exerting 20 to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly.