

POSITION DESCRIPTION

Class Title: Part-time Recreation Coordinator

Date: July 28, 2017

Department: Municipal

Union: Not applicable

GENERAL PURPOSE

Plans, organizes and coordinates a community recreation program for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes and summer programs.

SUPERVISION RECEIVED

Works under the general supervision of the immediate supervisor.

SUPERVISION EXERCISED

Supervises part-time recreation staff, special interest instructors, seasonal employees, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates recreation staff in the development and implementation of community recreation programs.

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Selects, plans and implements cultural arts, physical activities and special interest activities.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the Community Center.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.

Schedule games and umpires for basketball, soccer, baseball, T-Ball, softball, men's slow pitch teams, and other games.

Schedules and runs various tournaments throughout the year, such as basketball tournament, table tennis, men's slow pitch, tennis, women's volleyball, and co-rec volleyball tournament, etc.

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 facilities and parks, helping set up tables and chairs for classes, etc.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Assists in the scheduling of activities at the Community Center.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

PERIPHERAL DUTIES

Assists in the recruitment and selection of part-time and season staff.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in recreation or a closely related field.
- (B) Two years recreation experience including community center programming; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with 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.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one. First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs..

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 walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate 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 occasionally 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.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 position.

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

Employee: _____ Date: _____
(Indicates the employee was given a copy of the job description)

Supervisor: _____ Date: _____