

Job Description



Recreation Coordinator

Department: Parks & Recreation

Salary Grade: 13 \$ 19.83 - \$26.44

Reports To: Parks & Recreation Superintendent

Standard/Non-Exempt

Purpose:

Responsible for the supervision, coordination, planning, development, and evaluation of community recreation programs in a specific area of recreation occurring at various community parks; and performs related duties as required.

Requires responsibility for analyzing community and group recreational needs, in selecting and adapting programs to meet those needs, in procuring the materials and resources necessary for implementing recreation programs, and in making the most effective use of the facilities and staff.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities, and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Plan, organize, develop, schedule, and evaluate recreation and athletic programs.
- Assist with training, supervising, scheduling, and evaluating staff while working recreation programs. Assigns work as necessary.
- Coordinate volunteer requests from the community; recruit, train, and supervise volunteer coaches and staff.
- Schedule facilities including rental facilities, parks, and fields.
- Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation programs.
- Public relations duties such as preparing and distributing flyers, press releases, and brochures. Also, assist with maintaining social media accounts.
- Assist with preparing and administering individual program budgets as appropriate; monitor expenditures in accordance with established procedures.
- Payroll.
- Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facility.
- May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs, tables, and other necessary classes and programs.
- Responds to internal and external customers in order to provide guidance and information on City procedures and/or services.
- Prepares and distributes correspondence, reports, agendas, minutes, or other documentation to City staff, agencies, or citizens.
- May act as back-up to department operations staff or another department administrative support

Knowledge, Skills, and Abilities:

- Ability to communicate clearly and concisely in English, both orally and in writing
- Ability to compose and prepare correspondence, reports, etc. utilizing proper business English
- Ability to understand and follow verbal and written instructions
- Ability to demonstrate excellent customer relations practices
- Ability to establish work priorities and complete job tasks within the specified time frame with frequent interruptions and changes in priorities
- Comprehensive skills in Microsoft Office Suite including Excel, Word, and PowerPoint
- Comprehensive knowledge of Adobe Creative Cloud
- Ability to work nonstandard working hours including evenings and weekends
- Ability to maintain respectful and courteous relationships with co-workers, staff, and customers
- Ability to maintain regular and punctual attendance

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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Minimum Qualifications:

- High School diploma or GED equivalent and three (3) years of related experience.
- Or a Bachelor's Degree in Parks & Recreation or a related field.

Work Environment/Physical Requirements:

The work environment and physical demands 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.

The incumbent works in a typical office environment with little or no exposure to unpleasant environmental conditions or hazards. Requires lifting up to 25 pounds and includes repetitive actions while sitting or standing. May require sitting and working at a computer for extended periods of time. Requires working outside in all weather conditions.

Preferences:

- Municipal Experience
- Recreational Event Planning Experience
- Bilingual in English and Spanish

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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