

RECREATION COORDINATOR

Definition

Under general supervision, the Recreation Coordinator provides, organizes, coordinates, markets, implements, and evaluates a wide variety of recreational and social programs and services. The Recreation Coordinator designs, implements, and evaluates programs, classes, services, activities, and events to meet the needs of the community. The position also provides leadership and general guidance for recreation programs and services involving children, teens, adults, and seniors. Work is performed at variety of recreation sites, including community centers, playgrounds, parks, schools, and other sites. Incumbents may be considered experts in subject areas such as sports, crafts, events, or senior activities, or may be program generalists.

Distinguishing Characteristics

This position has the distinguishing characteristics of providing a higher level of decision making and independent action required to carry out advanced assignments; acts as a liaison with internal and external boards, commissions, user groups, and other stakeholders; manages larger programs and events; has a high level of involvement with the department budget process; and supervises lower-level personnel and volunteers.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The Recreation Coordinator performs the following essential duties:

- Plans, organizes, markets, implements, evaluates, and coordinates recreational and sports programs, classes, leagues and events, and related activities; develops or assists in the development of new recreation programs, events, and activities and the review of current programs for effectiveness and interest.
- Recruits, assigns, trains, coordinates, and reviews the work of volunteers and support staff in the development and implementation of goals, objectives, and procedures for the assigned programs and services.
- Collaborate and communicate with various community and volunteer organizations and schools and other agencies to advance programs, services, and events.
- Acts as Department representative to local residents, governmental agencies, community groups, private businesses, and others concerning questions, problems, concerns, and activities in the provision of recreation programs and facility operations; attends neighborhood meetings to solicit community support.
- The Recreation Coordinator may also perform other nonessential duties as assigned.

Minimum Qualifications

Education and Experience (*position requirements at entry*):

Equivalent to the graduation from an accredited college or university with a Bachelor's degree in recreation management, leisure services, physical education, public/business administration, or closely related field is required.

Experience should include recreation programming, special events, and coordinating classes. Knowledge of modern methods, techniques, principles, and procedures used in planning and supervision of recreation programs and facilities. Experience in Microsoft Office programs such as: Microsoft Word, Excel, Publisher, Outlook and PowerPoint and have the ability to learn and Use Recreation Programming software.

An equivalent combination of education and experience may be considered.

Skills and Abilities:

- Knowledge of modern methods, techniques, principles, and procedures used in planning and supervision of recreation programs and facilities; basic methodology of organizing groups, programs, and services in a recreational setting and the ability to effectively implement them.
- Effectively promote and market recreation programs, services, activities, and events.
- Knowledge of the principles and practices of public parks and recreation program planning, organization, and administration.
- Communicate tactfully with customers and address public and customer questions and concerns.
- Knowledge of the rules and equipment utilized in athletic and recreational programs and activities and ensures safe and proper use of recreation facilities and equipment.
- Ability to administer the principals of time and resource management; organize and prioritize workloads; must possess basic computer skills.
- Effectively communicate orally and in writing with the ability to gather, analyze, and report information.
- Intermittently set up booths, hang banners, move tables, chairs, and carry supplies.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Must be willing to work evenings, weekends, and holidays.

Supplemental Information

Physical Requirements:

Accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations.

- Mobility and dexterity to work in a standard office environment, use standard office equipment; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms; occasionally climb or balance, stoop, kneel, crouch, or crawl.
- Ability to withstand occasional exposure to hot, wet and/or humid conditions, and moderately loud noise.
- Strength and agility to occasionally lift and move items weighing up to 50 pounds.
- Required to take and pass a physical examination and drug screening.

This Job Description does not list all responsibilities, skills, or working conditions associated with the position. It reflects those principal job elements essential for making a fair classification decision for the position.

I have been given a copy of this Position Description. I am aware this Job Description is not a contract, and all specific details of the position are not included in the Job Description. I, acknowledge I have reviewed this Job Description and I completely understand the terms stated therein. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Signature: _____

Date: _____

Employee Name: _____

(Please print)