

DATE	MAY 2011
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Recreation Coordinator - Athletics DEPARTMENT/DIVISION: Parks & Recreation

REPORTS TO: Varies

SUMMARY: Responsible for performing activities related to planning, developing, implementing and evaluating youth and adult athletic sports leagues including but not limited to basketball, volleyball, flag football, track and softball as well as special events. Attends and supervises games, camps and tournaments. Positions are responsible for interpreting and enforcing sport rules and regulations as well as monitoring budgets and ensuring program bills are paid. Work requires limited supervision and the use of independent judgment and discretion.

ESSENTIAL JOB FUNCTIONS:

- Serve as a lead to lower level Parks & Recreation staff, which includes: prioritizing and assigning work; training staff on work methods and procedures; and/or, performing other related activities.
- Plans, coordinates, organizes, and supervises the activities related to specialized athletic activities and programs; ensures appropriate equipment and materials are available for the successful operations of assigned program(s).
- Determines league schedules and fees; prepares program information for brochure publication and registration; enrolls participants; informs participants of program changes, cancellations and refunds.
- Represents the department with the public and with outside groups, organizations, and agencies; responds to a wide variety of questions, comments, and/or concerns; resolves related complaints.
- Prepares and maintains a variety of records and/or reports related to assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds and programming plans.
- Maintains all athletic programs, registrations, and facility reservations on a computerized system.
- Provides customer service to the general public, which includes: handling cash, answering telephones, reconciling the cash register and receipts, registering customers for programs, taking facility reservations, and/or performing other related activities.
- Coordinates and/or participates in a variety of meetings, seminars, conferences, training sessions, and/or other related events.
- Assists with special events, which includes: setting up and tearing down for events; ensuring applicable equipment and supplies are readily available; and/or, performing other related activities.
- Publicizes, markets, and promotes programs using a variety of media sources; oversees the distribution and/or dissemination of promotional materials.

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- Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.
- Monitors patrons utilizing athletic facilities. Identifies and resolves potentially hazardous situations.
- Participates in preparing and monitoring division budget.
- Assists with aquatic operations such as customer service and front office responsibilities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• Serves as a lead to Recreation Attendants and Recreation Leaders.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of recreational programming and operations in assigned area of responsibility;
- Knowledge of modern office equipment;
- Knowledge of program marketing theories, principles, and practices;
- Knowledge of applicable age-appropriate activities, programs, and materials;
- Knowledge of community demographics;
- Knowledge of applicable Federal, State, and Local laws, codes, regulations, policies, rules, and regulations.
- Skilled in prioritizing and assigning work to lower level staff and volunteers;
- Skilled in performing bookkeeping activities;
- Skilled in developing and monitoring budgets;
- Skilled in exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations;
- Skilled in scheduling programs and events;
- Skilled in overseeing recreation program sites and equipment;
- Skilled in planning, developing, supervising, and managing programs and/or events;
- Skilled in evaluating program effectiveness;
- Skilled in preparing and maintaining records and reports;
- Skilled in interpreting and explaining policies and procedures;
- Skilled in handling cash;
- Skilled in mediating conflict;
- Skilled in coordinating and monitoring the work of volunteers;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

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MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. **AND**
- Two years of either recreation programming or facility management experience. **OR**
- College Degree in Leisure Services, Recreation, Kinesiology or a related field.

PREFERENCES:

• None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, crouching, walking, talking, seeing, hearing, andmanual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in a standard office environment. Depending on area of assignment, may occasionally work outdoor in outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.

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