

DATE	May 2007
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Recreation Coordinator

DEPARTMENT/DIVISION: Parks & Recreation

REPORTS TO: Varies

SUMMARY: Responsible for performing activities related to planning, developing, implementing and evaluating recreation and athletic programs and/or coordinating and maintaining City-owned facilities. Positions may be assigned to recreation programming or to a facility and are responsible for monitoring budgets and ensuring program and facility 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 recreational activities and programs; monitors the work of program instructors, event staff, volunteers and/or related personnel; ensures appropriate equipment and materials are available for the successful operations of assigned program(s).
- 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 assigned programs, including financial reports that summarize and/or outline incoming and outgoing funds and programming plans.
- Creates program schedules and activities calendars.
- Provides front counter assistance and customer service to the general public, which includes: handling cash, answering telephones, reconciling the cash register and receipts, registering customers for classes and programs, 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.
- Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.
- Monitors patrons utilizing recreation facilities. Identifies and resolves potentially hazardous situations.

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- Participates in preparing and monitoring division budget.
- 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.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Completed college coursework in Leisure Services, Recreation, General Business or a related field.
- Two years of either recreation programming or facility management experience.

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PREFERENCES:

• None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, crouching, walking, talking, seeing, hearing, and manual 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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