



RECREATION COORDINATOR JOB DESCRIPTION
Open-Competitive Recruitment
(Salary: \$56,520 - \$68,700/Annually)

GENERAL STATEMENT OF DUTIES:

Performs responsible and professional work in planning, coordinating, and directing a diverse program of municipal recreation and related activities for all age groups.

SUPERVISION:

Under the direction of the Recreation Supervisor, the Recreation Coordinator plans, develops, promotes, coordinates, implements, and administers recreation programs under adopted policies and procedures.

EXAMPLES OF DUTIES:

1. Works cooperatively with the Recreation Supervisor to administer a comprehensive recreation program.
2. Plans, organizes and coordinates Recreation Center programming including activities for youth, adults, families, and seniors.
3. Maintains organized and professional public interface including participant contact and registration, facility scheduling, clerical duties, budget/finance related duties, and program coordination.
4. Works with the general public, business groups, service clubs and other community groups in exploring, creating, developing, financing, coordinating, and implementing new program ideas.
5. Oversees a variety of recreational programs as required. Supervises part-time and volunteer staff.
6. Prepares and publishes recreation department advertisements, press releases and quarterly calendars.
7. Prepares spreadsheets, correspondence, memos, reports and other written material as necessary and/or required.
8. Performs cashiering and accounts receivable for Recreation Center's events, trips, programs, and classes.
9. Operates a variety of office equipment and software.
10. Assists with annual recreation based community events (some evenings/weekends).

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge of philosophy, trends, principles, and techniques of community recreation administration; knowledge of program planning and techniques as related to recreation; ability to work with the community and other departments on matters relating to recreation; ability to prepare and administer department budget; ability to read, understand, and apply complex written information; ability to understand and carry out oral or written instructions; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain effective relationships with community organizations; and ability to deal with private and public entities and the public in general. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Bending, stooping, kneeling, reaching, lifting and carrying approximately 40 pounds at waist high level. Frequent standing and walking required. High to moderate requirement for hand coordination, visual and cognitive abilities. Ability to hear clearly over distracting noise.

EXPERIENCE AND TRAINING:

High school diploma required. Bachelor's degree preferred. Two years of responsible administrative, recreation programming, and clerical experience, including experience working with the public required. Experience in coordination of recreation activities or in a municipal recreation program desirable or any combination of education, training and/or work experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements. First Aid/CPR certification required.

SELECTION GUIDELINES:

City application and supplemental questionnaire required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

PROBATIONARY PERIOD:

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining regular status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.