

TITLE: Recreation Program Coordinator
DEPARTMENT: Parks & Recreation
GRADE 12
FLSA STATUS: Non-Exempt
CATEGORY: Full Time
Reports to: Parks Director

DESCRIPTION: The Recreation Program Coordinator is responsible for organizing, planning, and implementing recreational activities for people of all ages. The incumbent will also build and maintain partnerships, with local schools, businesses and organizations.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Responsible for operation of Park wide recreational and sports programming by:

- ◆ Plans, organizes, conducts and coordinates a wide variety of recreational programming for use at city parks:
- ◆ Contributing to the development and implementation of diverse recreational programming
- ◆ Meets with public groups and communities to explain and promote programs:
- ◆ Responsible for the day-to-day operations, including janitorial, maintenance and usage during recreational programs:
- ◆ Purchasing, warehousing, and maintaining appropriate equipment, materials, and supplies related to assigned area of programming
- ◆ Prepares a variety of reports and other documents such as operating, activity and statistical reports.
- ◆ Coordinating and monitoring preparation, use, and closing of park facilities and fields (i.e., youth center, concessions, storage areas, pavilions, ballfields etc)
- ◆ Maintaining and promoting master calendar, scheduling, and reservation system
- ◆ Monitoring and following patron use agreements
- ◆ Developing and implementing program standards and basic use policies
- ◆ Implementing professional contracts with vendors hired to provide recreational services
- ◆ Promoting public awareness and involvement in all recreational programming
- ◆ Attending community and park user groups meetings
- ◆ Training and utilizing of volunteers (i.e., coaches, mentors, tutors, chaperones, etc.)
- ◆ Researching and writing grants
- ◆ Procuring sponsorships and donations
- ◆ Communicating necessary information to parents, children, and user group such as but not limited to. MHPR Baseball/Softball (i.e., on-line registration, team drafting, league schedules, scheduling umpires, interruption of league rules, team assessments, ordering all supplies, youth sport insurance etc.)
- ◆ Maintain city website
- ◆ Performing other related duties as required

2. Assist in the operation of Programming by:

Point of contact for seasonal staff, umpires, referee's and volunteers used to help program activities.

Provides input for development of budgets, including determining staffing and materials

Oversees rental and registration activities and ensures accurate record keeping for program receipts

Oversees fundraising campaigns and solicits sponsor and sponsorship packages

Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services

Uses advertising and marketing practices to best promote programming and activities to citizens and potential users

SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

1. Knowledge of City and Department policies, procedures, and ordinances
2. Knowledge of basic management and supervisory techniques
3. Knowledge and appreciation of municipal recreation
4. Ability to assess and implement effective, diverse, and creative recreational programming
5. Knowledge of sports programming from the standpoint of organization
6. Ability to organize a variety of programs
7. Ability to supervise youth and staff
8. Ability to complete job related certification and training (First Aid and CPR, referee, or umpire)
9. Skill in planning, organizing, problem solving and decision-making
10. Basic skills in oral and written communication
11. Basic computer skills

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IMMEDIATE SUPERVISOR: Parks Director

The Director assigns work in terms of general and specific instructions and policies. Specific areas of recreational programming (sports-based programs, park-wide events). The prioritizing and scheduling of programs is conducted with a team management approach. Performance of work is checked in progress with immediate discussion if necessary. The Program Coordinator is expected to demonstrate judgment, self-motivation and initiative in job duties and responsibilities. The Director routinely reviews the work.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

WORK ENVIRONMENT: This work is performed in an office, recreational facility (youth center, pool, concessions, off-site facilities, ball fields, nature trails, etc.) and field environment where the employee may be exposed to hot/cold inclement weather, dust, dirt and noise. Some work may necessitate the use of protective devices. Work is often performed while sitting at a desk but may include intermittent standing, walking, stooping, and occasionally lifting; the noise level at times may be excessive. Work may often include the preparation and cleaning of park fields and facilities prior to and after use by the public. Work is often performed with large number of youth present. Work hours reflect irregular schedules including evenings and weekends, as well as "on call" status.

MINIMUM QUALIFICATIONS:

1. High School diploma or equivalent
2. No less than two years additional educational training or work experience in the field of parks and recreation or other related field
3. Experience working with the public
4. Experience working with youth of all ages
5. Experience in planning, implementing, scheduling, and publicizing public events and programs
6. Valid State of Arkansas driver's license

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

EMPLOYEE ACKNOWLEDGEMENT:

This job description in no way states or implies that these are the only duties to be performed by this employee. Employee will be required to follow any other instructions and to perform any other duties requested by his or her supervisor. I acknowledge that I have read, understand, and accept the job description outlined above.

Employee Signature

Date signed