

## **RECREATION COORDINATOR**

### **DEFINITION**

Performs responsible recreation and facility management by planning, coordinating, scheduling, and supervising a variety of Town recreational programs, activities, and facilities.

### **DISTINGUISHING CHARACTERISTICS**

The Recreation Coordinator is responsible for planning, budgeting, scheduling, and carrying out a variety of community recreation programs, activities, and facilities. The incumbent, within policy guidelines, exercises considerable discretion and independence in coordinating and managing the Town's recreation programs, activities and facilities. The position differs from the Senior Recreation Leader, Recreation Aide, or Building Attendant by having responsibility for overall program and facility supervision.

### **SUPERVISION RECEIVED/EXERCISED**

General supervision is provided by the Community Services Director. Supervisory responsibilities entail program and facility supervision and direct supervision of the subordinate staff as assigned and other part-time or seasonal employees and volunteers.

### **ESSENTIAL DUTIES**

Plans, develops, schedules, coordinates, and conducts recreation classes and programs; oversees and coordinates facilities assigned, including scheduling, marketing, coordinating and addressing maintenance needs, and staffing; promotes assigned programs and facilities, including writing and distributing promotional materials; schedules and supervises assigned staff for programs and facilities; sets up and coordinates special events as assigned; obtains volunteers and schedules hours; decorates, oversees, and cleans up after events, activities and programs, as assigned; directs work of assigned staff; purchases supplies; responsible for contract administration for activities and facilities assigned; collects money and records payments; oversees rental of facilities; tracks attendance and participation in recreation programs; assists in the hiring and training of staff. Coordinate and schedule events at assigned facilities, including contract administration, assuring compliance with insurance requirements, collection of fees, and timely payments from and to facility users. Train, supervise and schedule assigned staff. Develop policies for the more efficient or safe or profitable use and operation of community facilities assigned.

### **OTHER DUTIES**

Provides leadership to assigned staff, and serve as Town's representative in addressing patron disciplinary or behavioral issues as related to program participation or facility use; resolves fee disputes; assists in developing annual budget; plans, coordinates, and oversees field trips; may be

responsible for scheduling and management of Community Hall facility, park facilities, and pool. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Experience/Education/Training**

Sufficient experience, education, and training to establish and maintain an effective Town recreation program. A typical way of obtaining the required qualification is to:

- Possess four years of increasingly responsible supervisory experience in implementing recreation activities and managing community facilities, and have the equivalency of two years of college education.
- Possess two years of increasingly responsible supervisory experience in implementing recreation activities and managing community facilities, and have the equivalency of four years of college education, preferably in a recreation-related field.

Recreation supervisory experience highly desirable.

### **Knowledge/Ability**

General knowledge of developing, implementing, and conducting a variety of recreation activities and programs through community participation; program content for specialized community recreation activities, including marketing themes, practices and principles as they apply to a wide variety of leisure services; personnel principles and practices, including recruitment of part-time employees and volunteers, supervision, program and employee evaluation, training, and safety practices; common recreational, cultural, and social needs of a community. Ability to coordinate, organize, conduct, and implement recreation activities and manage community facilities; prepare and distribute publicity concerning new and on-going recreation programs/activities; interpret and apply Town policies, laws, rules, and procedures; train, supervise, and evaluate part-time employees, volunteers, and contractors; understand community needs in a variety of recreation areas and evaluate activities according to those needs; ability to research, analyze and evaluate new service delivery methods, procedures and techniques; communicate clearly and concisely, both orally and in writing; establish and maintain effective relationships with public groups, agencies, school officials, and others contacted in the course of the work; use computer and other office equipment.

### **Working Conditions**

Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting, and crouching in the performance of daily activities. The position also requires near, far, and color vision while performing life guarding and pool maintenance activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination when writing and typing lesson plans and reports, and when teaching classes. The need to move and push large cement chairs and special events boxes, and the need to lift and carry students weighing 40 pounds or over is required. The nature of the work also requires the incumbent to work outdoors in all weather conditions including wet, hot, and cold, including climbing ladders, walking on scaffolds, working in confined spaces, and working at unusual heights. The incumbent uses pool chemicals and solvents exposing the

employee to fumes, dust, and air contaminants that may cause eye and skin irritation. The incumbent also must be available to provide life saving techniques, work irregular or extended hours, in fatiguing conditions, with constant interruptions, and, at times, with impatient and irritated patrons.

Other Requirements: Possess or ability to obtain a valid drivers license. Must be willing to work weekends and off shift hours as required.

**Certificates:**

May require evidence of a negative tuberculin test taken within the past two years. Possession and submittal of Standard First Aid and Cardiopulmonary Resuscitation (CPR) certificates are required within 90 days of appointment.