



Job Title:	Recreation Program Coordinator	FLSA:	Non-Exempt
Department/Div:	Parks & Recreation	EEO-4 Code:	
Reports to:	Director of Parks & Recreation	Date:	04/2023
Supervises:	Recreation Specialist, Seasonal Employees		
Pay:	\$22.61/hr		

JOB SUMMARY

The purpose of this classification is to supervise and coordinate recreational and athletic programs, including youth/adult athletic programs, senior adult recreation activities, youth recreation activities, day camps, after school programs, community education programs, special events, or other programs/activities.

MAJOR DUTIES

- Performs professional recreation work through planning and directing segments of areas within the recreation program; assures program objectives are accomplished through supervision of subordinate recreation personnel.
- Prepares correspondence pertaining to specific areas of Supervision and prepares recreation publicity designed to interest the public.
- Coordinates the utilization of public or other facilities for leagues and special events; recruits and employs officials to officiate events; recruits and coordinates the activities of volunteers; obtains and reviews reports from activities, programs, and attendance.
- Plans, initiates, organizes, and supervises a specialized recreation program such as arts and crafts, team sports or other programs; supervises assigned phases for programs and events.
- Purchases all equipment for activities and programs; supervises rental of various facilities and equipment; maintains records and inventory of various facilities.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and techniques governing the efficient and safe operation of community recreation programs.
2. Knowledge of the rules and regulations of a wide variety of group social, recreational, and sports activities.
3. Ability to supervise the safe participation of staff and volunteers in community recreational activities.
4. Ability to establish and maintain the participation and enthusiasm of program staff and participants.
5. Ability to prepare budgets, reports, and records accurately and efficiently.

6. Ability to anticipate the short- and long-term needs and desires of the public and adapt recreational facilities to meet those needs.

SUPERVISORY CONTROLS

The Director assigns work in terms of general instructions. The coordinator spot-checks completed work for compliance with procedures, accuracy and propriety of the final results.

GUIDELINES

Guidelines include department and city policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to coordinate administrative support for department operations. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, children, parents, community workers and volunteers, college representatives, representatives of local schools, and members of the public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching, or walking. The employee frequently lifts light and occasionally heavy objects, climbs ladders, and utilizes the sense of smell.
- The work is typically performed in a community center and outdoors. The employee may be exposed to contagious or infectious diseases. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Recreation Specialist and Seasonal Employees.

MINIMUM QUALIFICATIONS

High school diploma, supplemented by college courses in recreation or physical education and two years of supervisory and/or managerial work experience in recreation, physical education, or a related field; or equivalent combination of training and experience.