



JOB DESCRIPTION

JOB TITLE:	Recreation Program Coordinator	FLSA:	Non-Exempt
DEPARTMENT:	Parks & Recreation	GRADE:	K09
REPORTS TO:	Parks & Recreation Director	DATE:	7/1/2016
BARGAINING UNIT:	KGEA		

SUMMARY:

Responsible for creating, developing, implementing and coordinating recreational, cultural and sports programs for the community.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans, organizes, schedules and coordinates recreation, sports, and cultural programs and activities.
- Assists in the development and implementation of new programs; prepares program goals, outlines and budget requirements, estimates required facilities, supplies and staff and implements upon approval; requisitions or obtains needed materials and supplies; receives and processes cash payments; prepares receipts and balances such money.
- Performs outreach to obtain program/activity sponsorships and fundraising.
- Directs and reviews the work of part-time and support staff and volunteers; instructs staff in work procedures and ensures adherence to safety policies and procedures.
- Provides technical assistance to staff; inspects and evaluates work being performed; identifies problem areas and directs remedial actions to be taken.
- Prepares and maintains statistical and narrative records and reports related to recreation programs, facilities and projects.
- Responds to public inquiries and complaints related to recreation and cultural programs and activities to maintain good public relations.
- Promotes City recreation and cultural programs in the community and/or a facility; communicates with business and community leaders, the media, and other public officials to promote programs and fund-raising; creates and disseminates a variety of marketing materials; engages in social media to promote events.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Orders and accounts for the use of program supplies and equipment.
- Develops and administers the organization and retention of departmental records.
- Performs parks and recreation administrative support and customer service activities as required.

RECREATION PROGRAM COORDINATOR

ESSENTIAL FUNCTIONS: (continued)

- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

Bachelor's Degree in public administration, recreation, or a field related to the work; AND two (2) years of professional experience in recreation program planning and implementation and/or recreation facility or community center supervision; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.
- CPR & First Aid certification within six (6) months of date of employment.

Required Knowledge and Skills

Knowledge of:

- Program and event development and implementation in a public agency setting.
- Budgetary and program planning principles and practices.
- Trends and community needs assessment in the parks and recreation fields.
- Applicable laws, codes and regulations.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Practices and procedures relating to the work, including practices of first-aid.
- Computer applications related to the work.
- Record management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

RECREATION PROGRAM COORDINATOR

Skills in:

- Planning diverse recreation, sports and cultural activities in assigned area of specialty.
- Performing cash handling and bookkeeping duties.
- Planning and directing the work of assigned staff.
- Developing budgetary, staffing and material and equipment requirements for proposed programs and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing own work, setting priorities and meeting critical deadlines.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit/stand for extended periods of time; agility to participate in recreation activities; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is performed in an office setting.