

# Beaver City

## Job Descriptions



<b>Title:</b>	Recreation Coordinator	<b>Code:</b>	700
<b>Division:</b>	Operations	<b>Effective Date:</b>	1/9/07
<b>Department:</b>	Recreation	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **general administrative and first-line supervisory** duties as needed to coordinate the establishment, organization, scheduling and operation of specific recreation programs emphasizing participation and instruction in women's, men's or youth sports, other recreational activities and special events.

### SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

### SUPERVISION EXERCISED

Provides general to various part-time, seasonal, and volunteer personnel.

### ESSENTIAL FUNCTIONS

Plans, establishes, organizes and manages programs designed to meet the recreational needs of various groups or categories of participants; supervises the operation and activities of such programs as adult basketball, volleyball, softball, tennis, softball, etc., youth baseball, and summer activity classes; determines necessary components (i.e. instructors, facilities, fees, volunteer coaches, game officials and equipment, etc.); coordinates and instructs recreation related training.

Provides general supervision over recreation activities; may officiate or referee games or assist in coaching; maintains statistics for leagues and tournaments; establishes team rosters and schedules games, tournaments and other play activities.

Assists in public relations by finding volunteer workers and presenting new programs to the general public; coordinates these programs with everyone concerned.

Responsible for the security of recreational facilities, buildings, and surrounding areas. Assures a safe environment both indoors and outdoors through periodic safety checks of facilities and equipment.

Prepares budget and makes revenue projections; submits to department head for review and approval; monitors on-going expenditures to assure compliance with fiscal goals; establishes fee schedules for program participation; aids in the preparation of bids and the purchasing of required equipment as necessary.

Prepares calendar of recreational activities; prepares and distributes program schedules, dates and times; assists community in scheduling games; secures access to various community facilities as needed to run programs; plans and coordinates tournament games; secures prizes and sponsors as necessary; assures maintenance and good condition of all equipment and inventory used.

Coordinates program marketing and advertising; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; performs general public relations as needed to address concerns and interests of the public; addresses various groups and clubs to solicit time and financial assistance for special programs; reviews complaints, problems and concerns expressed by the public; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school, plus specialized training in a related field;

AND

B. Two (2) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Essential Functions, Knowledge, Skills and Abilities:

**Working knowledge** of the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; principles and practices of general management including fiscal and human resources; budgeting processes and general accounting; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; **some knowledge** of the operation of personal computers and various software applications including spread sheets, word processing, etc.

**Ability to** organize recreational leagues, establish team rosters and schedule games, tournaments and other play activities; to establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; administer a large work program; prepare and present budget estimates; direct, motivate, develop, and evaluate subordinates; communicate effectively, verbally and in writing.

3. Special Qualifications:

Certification as a leisure professional is preferred (CLP).

Must possess a valid driver's license.

Must be Red Cross or American Heart CPR and First Aid certified.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

**DISCLAIMER: 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, requirements or knowledge, skills and abilities.**

I, \_\_\_\_\_, have reviewed the job description. Date: \_\_\_\_\_.