

JOB DESCRIPTION

Class Title: Part Time Recreation & Facility Coordinator

Department: Parks and Recreation

Grade: 13

Division: Recreation—General Rec

Compensation: Start \$14.37/hour

Benefits: FICA and Workers Compensation Insurance. Health & Life Insurance, paid time off, and retirement benefits are NOT included for this position.

GENERAL PURPOSE

Employee performs a variety of routine and complex administrative work in marketing and scheduling facilities for recreation programs and events. The coordinator is required to schedule building and occasional park facility use as it relates to providing recreational programs and events. Represent the city at assigned events. Building rentals; coordinating floor plans as needed.

SUPERVISION RECEIVED

Position works under the general supervision of the Parks & Recreation Director and the Parks & Recreation Superintendent. The employee must be able to independently solve problems. Work is performed independently and is reviewed through direct review and observations of results obtained.

Must set own work schedule within the outlined parameters.

HOURS WORKED

Flex scheduling is used in determining a work week. This position requires frequent weekend and evening work. It also requires work completed in an office environment on a mutually agreed upon schedule. Program planning must be completed at the Park & Recreation office, use of city office equipment and software is available.

SUPERVISION EXERCISED

The coordinator assigns work to seasonal part-time Building Attendants (SPT less than 1199 hours/year), regular part-time (RPT less than 1500 hours/year), volunteers, and contract employees. This position is responsible to discipline and to evaluate employee work performance.

The coordinator must recruit, train, assign, and discipline volunteers.

KNOWLEDGE, SKILLS, AND ABILITIES

Recreation Programming—this position develops and administers general recreational programs. Examples include cooking classes, exercise classes, and other general type recreation programs.

Facility—Coordinate with committees as assigned, and/or staff for facility set-ups and events.

Budgeting—Determining costs for materials, facilities, and labor and setting appropriate fees is required for each program and activity. Input and participation in the department's budget review process is required.

Marketing and Promotion—this position must develop promotional materials, generate public service announcements.

Department Support—this position is required to complete tasks in a busy office environment. Program registration software, facility rental permits, answering questions from the public are secondary responsibilities. Provide information to office staff to field questions regarding programming or reservations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a high school or GED equivalent.
- Considerable experience in coordinating recreational athletic activities, preferably in a community setting.
- Associate degree from a college or university of recognized standing with specialization in park and recreation administration, athletics, or related field.
- Progressively responsible recreation programming experience may be substituted for degree.
- Three (3) years of related experience, or equivalent combination of education and experience.
- National Parks and Recreation Association (NRPA) Certified Parks and Recreation Professional (CPRP) designated desirable.

TOOLS AND EQUIPMENT USED

Programmable telephone, personal computer, laser printer, copy machine, fax, calculator, cash register and credit card machine. Computer software includes, but not limited to; MS Windows, MS-Word, MS-Excel, MS-Access, MS-PowerPoint, MS-Front Page, Internet, and desktop publishing software. Occasionally use city vehicle.

SPECIAL REQUIREMENTS

- Must possess and maintain a valid Wisconsin Driver's License or ability to obtain one.
- Must be a US Citizen or Work Authorized Individual
- Must be able to read, write, and speak in the English language.
- Must be of good moral character and temperate with industrious work habits and be willing to have a background check completed by Two Rivers Police Dept., and WI-CBI.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, crouch, or crawl.

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The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions in an office environment. Periodically work will be completed in an outdoor environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is minimal to moderate.

SELECTION GUIDELINES

Current application must be on file or new one completed. Rating or education and experience; oral interview and reference check; job related tests may be required for the final selection.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Director