JOB DESCRIPTION: Recreation Program Coordinator– Parks and Recreation

CLASS NO.: 403  PAY GROUP: 14
FLSA: Non-Exempt  JOB FAMILY: Recreation

JOB TITLE: Recreation Program Coordinator – Parks and Recreation Department

OBJECTIVE: To perform a variety of duties associated with providing administrative assistance and support to the Parks and Recreation Department relating to facility management and community interaction and provides oversight and direction of recreational programming, camps and special events

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Receives immediate supervision from the General Manager for the Galloway Hammond Recreation Center. May receive indirect supervision from additional staff.
2. Directs: Seasonal program staff, volunteers, instructors and participants
3. Other: Works closely with Galloway Hammond Recreation Center Facility Manager, Aquatics Coordinator, and Parks and GHRC staff and volunteers

GENERAL STATEMENT OF DUTIES:

This position is engaged in planning, implementing, coordinating, and supervising recreation programs with involvement in managing sports programs and volunteer coaches, swim program/services, summer camps, and special events for the community.

EXAMPLES OF WORK:

1. Plan, organize, and implement recreation programs by overseeing a variety of sports and recreation programs, ordering supplies and collecting registrations.
2. Work independently and be responsible for overseeing activities at designated locations such as parks, school facilities, baseball/softball fields and other public facilities. Includes setting up and take down at facilities and areas for special events, including weekends, holidays and evenings.
3. Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
4. Assists in recruiting, training, supervising, directing and evaluating seasonal staff, instructors, volunteers and participants.
5. Collects activity and registration records and prepares routine and complex program plans and requirements well in advance for budgetary recommendations; prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.
6. Maintains supplies, equipment and materials in support of athletic and recreation programs and advises Facility Manager in advance of program equipment and supply needs.
7. Perform necessary manual labor and skilled tasks that may require use of lifting heavy objects, stooping, bending and twisting.
8. Assists in overseeing Swim Center operation (lifeguards, swim classes, and party rentals), including the physical maintenance.
9. Monitors the day-to-day operations of athletic and recreation programs including making site visits, handling and resolving complaints and ensuring that programs have required materials and supplies, and formulates and organizes program plans and schedules for seasonal and/or year-round activities.
10. Enforces city policies, procedures and park rules for staff, instructors, volunteers and contracted facility renters as well as enforcement of safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
11. Works to achieve professional development goals, which will facilitate the successful completion of departmental objectives that will contribute to the City of Burnet's vision statement.
12. Maintains scheduling software and website for Galloway Hammond Recreation Center.
13. Performs other such duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in the use of common computer programs and office machines, including Microsoft Office, Publisher, Power Point, and Excel, and athletic scheduling software.
Successful practices and knowledge of principles, rules, and procedures of organized competitive sports, athletic and recreational programs, objectives of public recreation and athletic programs, principles of supervision, organization, administration, maintenance, and operation of an aquatic facility.
Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public and manage programs.
Ability to understand, follow and complete oral and/or written directions.
Ability to know how to provide a variety of revenue based programs in the areas of general recreation programs, athletic leagues, special events and instructional classes.
Ability to follow and maintain a budget.
Ability to communicate and establish rapport, understanding and confidence with participants and the general public; exercise independent judgment in the application of program and game rules and procedures; plan, promote, organize, and coordinate athletic programs and events; and be a team player in the organization.

ACCEPTABLE EXPERIENCE AND TRAINING:

Education: Sixty semester hours from an accredited college or university in one of the following related fields or disciplines: Park & Recreation Administration, Sports Management, Kinesiology or Education, Bachelor's Degree from an accredited college or university in the area of parks and recreation administration or related field preferred.
Experience: One to three years of experience working in municipal parks and recreation departments or in a business or field of expertise directly related to providing parks and recreation service delivery.
-or-
Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
LICENSES OR CERTIFICATIONS REQUIRED

Must possess a valid Texas Motor Vehicle Operator’s License.
Must be able to obtain First Aid/CPR and Lifeguard Certification upon hire.

ENVIRONMENTAL FACTORS/PHYSICAL REQUIREMENTS

Work is primarily performed in an office environment but may have exposure to adverse weather conditions related to outdoor recreation events
Work involved operation of computer equipment for extended periods
Work may require standing or walking for extended periods of time with exposure to diverse environmental situations and adverse weather conditions and in a safe and effective manner and be available for emergency calls and situations.
May be subject to repetitive motion such as typing and data entry
May be subject to extended periods of intense concentration in the review of recreation-related documents and materials.

WORK SCHEDULE

Work schedule may vary widely depending upon program needs with additional hours outside the normal work schedule. Regular days off will normally include Sundays and holidays as approved by the City of Burnet but will be arranged with the Facility Manager. Must be able to work weekends and after normal hours as necessary or required by programming