

RECREATION COORDINATOR

Job Description

Page 1

GENERAL STATEMENT OF DUTIES

The Recreation Coordinator schedules, directs, and supervises a comprehensive leisure program for the community as assigned by the City Manager.

SUPERVISION RECEIVED

The Recreation Coordinator reports directly to the City Manager and consults in all matters determining or interpreting policies, plans, activities, or programs.

SUPERVISION EXERCISED

The Recreation Coordinator exercises supervision over seasonal employees, volunteers, and others as assigned.

EXAMPLES OF DUTIES

The following examples are meant to be illustrative only and are not intended to be all-inclusive:

- Require evening, holiday, and weekend work on occasion
- Coordinate with Park Board, City of Aurora staff and citizens, and representatives of the Chamber of Commerce, School District 8 and other local groups
- Plan, develop, instruct, expand, implement and evaluate a wide variety of recreation classes and programs for the City Parks Department which provides recreation activities, outdoor recreation, education, cultural and performing arts, handicap activities, senior citizens and related activities
- Set registration times, and supervises registration; relates information regarding programs to citizens and registrants
- Adhere to program and activity time schedules
- Prepare schedules for contract personnel and volunteers for each program.
- Consult with City Manager regarding budget preparation, financial management, and requisition for payment
- Supervises and/or officiates at recreation activities, sports and athletic league events and all other special events to ensure proper operations and facility care
- Develop, coordinate, and distribute recreation and other promotional brochures and information on all functions of the Community Services Department
- Assist in keeping maintenance schedule and inventory of all facilities, supplies, and equipment
- Attend all functions related to recreation and leisure service when practical
- Evaluate the effectiveness of programs in operation
- Supervise the coordination of all formal recreation activities within the parks

- Direct the organization of various team sports and leagues of adolescents and adults
- Coordinate reservations and use of facilities and materials
- Maintain records and prepare special reports
- Perform all other duties as assigned
- Cancel or eliminate activities and closes facilities due to bad weather, dangerous circumstances or lack of participation, or to keep facilities and land from being damaged

REQUIRED KNOWLEDGE, ABILITY, SKILLS, AND OTHER ATTRIBUTES

- A working knowledge of the principles and philosophy of leisure recreation, sports, and athletic programs
- Ability to plan, promote, organize, develop and implement a variety of instructional, leisure, and sports activities and special events for all age groups
- Strong organization and supervisory skills
- Must have good oral and written communication skills
- Ability to establish and maintain effective working relationship with other employees, city officials, and the general public, through written and oral communications
- Working knowledge of organizational and fiscal management
- Must possess or be able to obtain a valid Missouri Drivers License

DESIRABLE EDUCATION, TRAINING, AND EXPERIENCE

- High school graduate or GED
- Bachelor's degree in recreation, leisure services or related field, or 2 years progressive experience in recreation activities, leisure services and special events
- Any combination of education, training, or experience, which would qualify for the position as determined by the City Manager

ESSENTIAL FUNCTIONS

Sight, hearing, speech, frequent lateral mobility over various terrain, climbing, lifting items above head, stooping and bending, mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility; performs bending, squatting, sorting, kneeling, and reaching to ground level and overhead as required, lifting, carrying, stooping, superior strength with ability to push and pull 100 pounds and lift 50 pounds from the ground to 3 feet in height unassisted, changing of physical location, must be able to hold and grip objects. May be subject to sitting for long periods of time, possesses manual dexterity necessary to operate a computer keyboard, must be able to hold and operate hand tools. May work a varied

Recreation Coordinator
Job Description
Page 3

schedule including some evenings and weekends, may be subject to pre-employment drug testing, both indoor and outdoor working environment with exposure to dust and pollen, subject to a variety of weather conditions. May be exposed to extreme weather conditions, susceptible to mechanical hazards associated with light and heavy equipment as well as other safety hazards associated with working in and around high volume traffic. May be exposed to constant or extreme noise and fumes or odors.

FLSA STATUS: **Regular- Hourly** DATE OF LAST REVISION: **June 11, 2010**

Employee Signature _____ Date _____

