

**Jefferson County, West Virginia
Job Description**

Position Title:	Facility Coordinator	Salary Range:	\$29,286.46- 35,152.00
Department	JCPRC	Date:	May 4, 2018
Reports to:	Park Manager	FLSA Status	Non-Exempt

Statement of Duties: The employee performs duties associated with the operation of all scheduled activities within the Jefferson County Community Center and surrounding area. Employee is required to perform all similar or related duties.

Supervision Required: Will require minimal supervision to complete routine, recurrent duties. Will show willingness and initiative to perform other duties to assure smooth operation of the agency. Will be required to help coordinate seasonal and special event activities or any other duties as assigned by supervisor.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does regularly supervise evening & weekend staff. As needed, employee will assist with supervision of program staff.

Confidentiality: Employee has access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations or jeopardize programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment involves everyday discomforts typical of gymnasiums, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours, working staggered, evening, and weekend hours on a regular basis to attend special events, programs, or evening meetings. Employee will be on call.

- a. Routinely identifies patron concerns and works to resolve the complaint accurately and in a timely manner. Follows up as necessary to ensure a mutually satisfactory resolution.
- b. Provides facility supervision for activities, participants and spectators according to the site and department rules and regulations. Provides supervision for sports league activities and practices for basketball, baseball, softball, etc. at Sam Michael's Park; and supervises games at the Jefferson County Community Center. In charge of set-up and clean up for special events

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and various center activities. Strong customer services skills required. Scheduled hours vary and are primarily evenings and weekends.

- c. Consistently responds to patrons' requests for assistance promptly and in a friendly, courteous, and cooperative manner. Listens to all patron feedback, positive and negative, acts to resolve complaints within his/her control, and gives feedback to Director in a timely manner.

Occupational Risk: Duties of the job present potential for injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- a. Responsible for the operation of all scheduled activities within the Community Center.
- b. Responsible for scheduling part-time/seasonal personnel to help with the operation of scheduled activities, for the Jefferson County Community Center in conjunction with the Park Manager and Assistant Director. i.e., admissions collectors, scorekeepers, referees, concession stand, and part-time facility personnel.
- c. Responsible for use of automated systems to create and process reports and rosters.
- d. Responsible for reviewing and submitting time cards for appropriate Community Center personnel to the Park Manager.
- e. Responsible for the cleanliness of the Community Center facility, including the administrative office space and parking lots.
- f. Responsible for maintenance, proper storage, and/or repairs required for all equipment used in the operation of the Community Center (excluding office equipment).
- g. Responsible for ordering and maintaining a sufficient inventory of supplies and necessary sanitary items for restrooms and garbage removal.
- h. Responsible for informing the Park Manager of any equipment needs or repairs to equipment in the Jefferson County Community Center that require outside assistance.
- i. Responsible for collecting Community Center revenues which includes open gym fees, admission fees, vending machine money, and at times rental and registration fees.
- j. Responsible for other duties as assigned by the Park Manager.

Recommended Minimum Qualifications:

- a. Must be able to lift 60 lbs.
- b. Must be able to walk long distances throughout the facility/park to maintain site cleanliness.
- c. Must possess a valid driver's license
- d. Must pass a background check.
- e. Must be First Aid/CPR certified and/or willing to gain certification within first 30 days of working.

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Education and Experience:

- a. College Degree in Recreation or related field preferred or equivalent years' experience.
- b. Requires education equivalent to a High School diploma.
- c. Prefer experience working with the public.
- d. 3-5 Years experience working in a recreational setting or related field

Knowledge, Abilities and Skill

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of the Internet and email in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, supervisor personnel, and perform multiple tasks and maintain confidential information.

Skills: Effective customer service skills.

Physical and Mental Requirements

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

Physical Demands: Physical demands are required to perform the work. Work effort principally involves setting up for programs, special events, and rentals. Long periods of stooping, walking, and standing are possible. There will also be some lifting of objects such as mats, inflatable's, boxes, tables, chairs, etc. (up to 60 lbs.)

Motor Skills: Duties are largely physical, but the job may occasionally require minimal motor skills for activities such as operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding and program calendars and event schedules.