

**Jefferson County, West Virginia
Community Development Coordinator Job Description**

Position Title:	Community Development Coordinator	Salary Range:	\$32,000-\$36,500
Department	Parks, Recreation Department	Date:	September 2016
Reports to:	Parks & Recreation Director	Grade:	III(Non-Exempt)

Statement of Duties: The employee is responsible for assisting the Director in the development, staffing and implementation of Parks and Recreation Department adult activities and special events. Employee is required to perform all similar or related duties as required. This will be a supervisory position.

Supervision Required: Under the general supervision of the Director, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy.

Supervisory Responsibility: Employee will oversee program and special event staff. Employee is also required to provide on-the-job training and participate in the hiring process for new employees.

Confidentiality: The employee may have access to confidential information such as client records and department personnel information.

Accountability: Consequences of errors, missed deadlines or poor judgment may result in adverse public relations, monetary loss, missed deadlines, personal injury, and legal repercussions to the County.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Independent 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 particular situation.

Work Environment: The work environment involves everyday discomforts typical of offices, with little exposure to extreme heat and cold and inclement weather conditions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee will be required to work beyond normal business hours to supervise department-sponsored evening and weekend activities or events.

Nature and Purpose of Public Contact: Position interacts with co-workers, the public and external contacts such as vendors, or representatives from other local organizations to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems as they occur. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal

Parks and Recreation Department
Community Development Coordinator
09/5/16

Jefferson County, West Virginia
Community Development Coordinator Job Description

with uncooperative persons who are participants in department-sponsored activities or events.

Occupational Risk: Duties of the job generally present little potential for injury. Minor injury could occur through employee failure to follow safety precautions or procedures. Examples of personal injury may include bruises from falls, cuts or bruises or muscular strains.

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.

1. Develops, coordinates, implements and evaluates adult recreational activities and special events both active and passive.
2. Orders equipment and supplies in support of department activities run by the department.
3. Assists in the marketing of programs and the recruitment and training of staff for department activities.
4. Gathers and responds to customer inquiries as necessary.
5. Tracks adult program information and prepares monthly reports.
6. Assists with the preparation of seasonal program brochures and other materials advertising department programs and activities.
7. Responsible for arranging schedules and securing facilities for activities and programs, including securing school facilities through permits, maintaining schedules of school gymnasiums and working with the Director & Assistant Director to alleviate errors in personnel coverage for the Jefferson County Community Center.
8. Responsible for recruitment and recommendation of seasonal staff and/or volunteers for programs.
9. Responsible for serving as liaison when necessary to help coordinate activities with various groups, organizations, and volunteer support groups outside of Parks & Rec. This may include but not limited to obtaining sponsorships and donations for programs and special events.
10. Assists with scheduling of parks and recreation facilities in conjunction with the Assistant Director.
11. Assists with marketing and maintaining positive relationships with sponsors by providing as much public exposure as possible in the newspaper, through thank you letters and photos of their activity, distribution of plaques at the conclusion of the season, etc.
12. Must be familiar with all aspects of JCPRC including but not limited to customer service, front desk, operations, facility management.
13. Other duties as assigned by the Director.

Recommended Minimum Qualifications:

Education and Experience: College degree in Parks & Recreation Management, Event planning or a related field. Two to five (2-5) years related work experience preferred; or any equivalent combination of education, training and experience which provides the

Parks and Recreation Department
Community Development Coordinator

09/5/16

Jefferson County, West Virginia
Community Development Coordinator Job Description

required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: First Aid and CPR Certification; Valid driver's license and driving record from DMV.

Knowledge, Abilities and Skill

Knowledge: Knowledge of recreation and leisure activities related to adults and their families. Must be a self-starter, motivated, and willing to take on extra duties as assigned.

Abilities: Ability to develop effective and constructive working relationships with adults of all ages, children/adolescents and service providers; ability to deal with clients in crisis; ability to use office software such as word processing and spread sheet and print shop and photo graphic design applications.

Skill: Proficient data processing skills including word processing, data base management; proficient communicator orally and in writing.

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

Requires some agility and physical strength to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be frequent lifting of objects such as recreation equipment and related supplies.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing, filing, sorting, and operating a motor vehicle.

Visual Demands

Visual demands include constantly reading documents for general understanding and for analytical purposes.