



Job Title: Recreation Coordinator

FLSA Classification: Exempt

Reports To: Deputy Director

Effective Date: July 2, 2024

Job Summary:

Responsible for planning comprehensive programs to include a variety of activities and events for various ages and special-interest groups, including but not limited to the formation of leagues, camps, programs, and community events.

Supervisory Responsibilities:

- Assists with hiring & training professional recreation program staff.
- Organizes and oversees the schedules and workflow of the recreational program staff.
- Assists with discipline of employees as needed and in accordance with policy.

Duties / Responsibilities:

- Researches, identifies, develops, coordinates, and implements a wide variety of programs and community events.
- Arranges schedules and secures facilities for programs and community events.
- Responsible for recruitment and recommendation of seasonal staff and / or volunteers.
- Serves as liaison when necessary to help coordinate programs, community events or other activities with various groups, organizations, and volunteer support groups outside of Parks & Rec.
- Facilitates purchase, maintenance, and replacement of recreational equipment and program supplies.
- Responsible for maintaining files, work plans, materials / equipment needs, and budget / financial needs for programs and community events.
- Maintains participation and other records as required to assess success of programming in terms of costs, benefits, and participation; drafts reports and makes recommendations for program improvements.
- Responsible for keeping all staff informed of program or community event changes so inquiries can be answered efficiently.
- Routinely identifies patron concerns and works to resolve the complaint accurately and in a timely manner.
- Schedules programming through the recreation management software.
- Assists with front desk reception, answering phones, program registrations and customer service.
- Provides quality customer service to both internal & external guests.
- Performs other related duties as assigned.



Required Skills / Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong supervisory and leadership skills.
- Proficient with Microsoft Office Suite or related software as required.

Education and Experience:

- 1-3 years' work experience in a parks and recreation department, and / or a related field required.
- Valid driver's license and clean driving record.
- Ability to earn and maintain First Aid and CPR Certification.
- Must be able to pass a criminal background check.
- Bachelor's degree in Recreation & Leisure Programs, Parks & Recreation Management or a related field preferred.
- Certified Parks & Recreation Professional (CPRP) through the NRPA preferred.

Physical Requirements:

- The work environment involves both office & parks setting. Regular exposure to extreme heat, cold and inclement weather conditions can be expected.
- There will be periods of time sitting at a computer as well as standing, walking, lifting, and outside time to support park initiatives.
- Some lifting, carrying, pushing, and / or pulling may be required. Must be able to lift up to 50lbs.
- Parks & Recreation is a smoke-free facility; therefor smoking and vaping on all company premises is prohibited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By signing below, I acknowledge that I understand the requirements, essential functions and duties of the position as outlined above.

Employee / Team Member Print _____

Employee / Team Member Sign _____

Date _____