

## **RECREATION PROGRAM COORDINATOR**

### **PURPOSE OF JOB**

Employees in this class are under general supervision. Work performed in assisting with the directing of the overall activities of the City of McMinnville's Parks and Recreation Department; performs other work as required.

### **EQUIPMENT/JOB LOCATION**

- The employee will use a variety of sporting equipment and a computer
- The employee will drive a vehicle to sites as needed
- Work is performed both indoors and outdoors regardless of weather
- The employee will be exposed to loud noise, dirt, dust, tobacco smoke, and foul odors

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Supervises, directs, and evaluates assigned staff, processing concerns and problems, directing work, counseling, disciplining, and assisting with completing employee performance appraisals
- Supervises the organization and operation of recreational and athletic programs, cultural arts programs, tournaments, and special events at assigned recreation center and facilities; organizes calendars of events; monitors activities to ensure compliance with department rules and regulations; monitors facilities and equipment for proper use; assists in setting work schedules
- Serves as liaison to the general public in responding to inquires, problems and complaints; provides technical assistance and direction to instructors, coaches, referees and others in conducting programs and events; explains policies and procedures to participants, staff, and volunteers
- Responsible for the Department's advertising, website and social media.
- Plans and organizes assigned programs and activities; develops format and structure of programs; assists in designing publicity and registration materials; coordinates printing, mailing, and distribution of registration forms; orders supplies, trophies, awards, equipment, and materials; publicizes programs and events
- Attends community events, recreation conferences, and various meetings to promote and develop support for municipal recreation programs and events; distributes materials to inform schools, churches, community groups, and others about upcoming events and programs
- Monitors condition of recreation facilities, courts, ball fields, and other facilities; documents and reports needed maintenance repairs
- Oversees registration for scheduled events and programs; assists in registering participants; accepts registrations and payments for programs and events;

maintains registration records and balances cash receipts; reviews registration materials and rosters for completeness

- Coordinates the recruitment and selection of instructors, coaches, umpires, referees, and others to staff programs and leagues
- Researches current practices and trends in recreation programming and proposes new or revised policies and procedures for consideration by city staff and officials
- Supervises implementation of programs to ensure compliance with applicable regulations and department policies; evaluates and assesses effectiveness of programs; prepares related reports to document findings
- Maintains program schedules, registration materials and records, fee collection reports, budget reports, facility usage sheets, department activity reports, facility and equipment maintenance records, and other documents
- Interacts with parents, children, program participants, instructors, coaches, youth associations, community organizations, arts organizations, civic groups, and others regarding programs, events, and activities
- Composes correspondence, drafts reports, develops tables and charts, designs flyers, and promotional materials using computer applications
- Refers to city policies and procedures, recreational and athletic handbooks, first aid manuals, national recreation programming materials, nature guide books, city maps, budgets, administrative records, registration materials, and other documents in performing assigned duties

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Performs various clerical, custodial, and courier duties in organizing and setting up events and programs
- May provide on-site supervision at events and programs; may referee games as needed
- Performs other related duties as assigned

### **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of the scope and goals of the City's recreational programs
- Knowledge of principles involved in recreational programming and project planning
- Knowledge of sports, recreational activities, tourism, and the arts
- Knowledge of modern supervisory practices and procedures
- Knowledge of occupational hazards and safety precautions
- Ability to evaluate situations and make decisions
- Ability to establish and maintain an effective working relationship with the public and other employees
- Ability to plan, organize, assign, supervise, and inspect the work of subordinates
- Ability to work an erratic schedule with some overtime, weekend, and holiday work required
- Ability to perform a variety of tasks simultaneously or in a rapid succession
- Ability to concentrate and accomplish tasks despite interruptions

- Ability to maintain a high level of discipline and morale
- Ability to communicate clearly and effectively orally and written
- Ability to complete accurate records and make reports
- Ability to establish and maintain an effective working relationship with the public and other employees

**Minimum Training and Experience Required to Perform Essential Job Functions**

Any combination of training and experience equivalent to:

- Graduation from an accredited four year college or university with a major in Parks and Recreation, or related field
- Recreation management experience and/or training that include planning and conducting programs in parks and recreation and/or athletics
- Possession of a valid Tennessee operator's license
- Must be able to maintain CPR, First Aid, and AED certifications provided annually by the City of McMinnville
- Operate a personal computer system using up-to-date software
- Must be examined by a city designated physician to make a determination if applicant will be able to perform all essential duties required of this position

**ADA MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which include a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to fifty (50) pounds of force occasionally, and/or up to twenty-five (25) pounds frequently. Physical demand requirements are at levels of those for moderate work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Recreation Program Coordinator. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Recreation Program Coordinator.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

**FORM / SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Recreation Program Coordinator.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by year).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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