

RECREATION CENTER COORDINATOR

PURPOSE AND NATURE OF WORK

Position is responsible for organizing and directing a variety of recreational activities at an assigned center or location, with authority to develop and adapt programs around public participation and facilities. Position works nights and weekends. Positions are responsible for work of a small janitorial staff and report to the Recreation Centers Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Organize, schedule, promote, supervise and participate in programs of recreational activities including games, dances, exercise classes, athletic events such as tennis, swimming, baseball, and other activities. Incumbents encourage public participation in events. Recruit, train and supervise volunteer and part-time instructors and recreation leaders. Schedule and supervise use of facilities by participating groups; collect and account for facility fees, enforce facility regulations, maintain order and discipline, issue sports equipment. Complete reports dealing with scheduling center activities and instructor agreements; communicate via email. Inspect facilities and report need for maintenance or repair; follow-up to ensure facility is well maintained. Supervise and may participate in cleaning and minor maintenance of building and facilities. Maintain financial and activity records and prepare periodic and special reports.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of the principles and objectives of public recreation programs and of the activities included in these programs.

Knowledge of the rules, techniques, and equipment requirements of various athletic sports.

Knowledge of regulations, policies and procedures governing use of facility.

Knowledge of the safety precautions and first aid methods appropriate to recreation work.

Knowledge of basic computer skills – word processing, email, calendar, spreadsheets.

Ability to plan, organize and supervise the work of subordinates in recreational and custodial activities, and to solicit volunteer leaders.

Ability to express ideas clearly and effectively, both orally and in writing.

Ability to enforce regulations firmly but tactfully.

Ability to establish and maintain effective working relationships with other employees, volunteer participants, community groups and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in recreation or physical education and experience in organizing and/or instructing recreational activities; or an equivalent combination of training and experience.