

## RECREATION COORDINATOR

### **PURPOSE AND NATURE OF WORK**

Position is responsible for planning and developing Lafayette Consolidated Government's sports recreational programs within the Department of Parks, Arts, Recreation, and Culture (PARC). Incumbents are expected to implement and evaluate programs for the general public. Incumbents may be required to work unusual hours and have a considerable amount of public contact. General direction is received from the Athletic Programs Supervisor.

**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.)

Plans, organizes, and directs programs in baseball, football, basketball, soccer, volleyball, track, and other specific athletic events for different age groups. Recruits officials and oversees their training. Advises and cooperates with volunteer committees engaged in securing sponsors and coaches.

Prepares news releases, makes public presentations, coordinates and conducts publicity for programs and provides information concerning City-Parish recreation policies and activities. Reviews recreation activity programs and proposes changes or additions as needed. Furnishes data for the preparation of division budget.

Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Thorough knowledge of the principles, practices, and objectives of community recreation, and activities commonly included in public recreation programs.

Considerable knowledge of the rules, techniques, and equipment requirements of various competitive sports.

Knowledge of safety precautions and requirements and first-aid methods applicable to recreation programs.

Ability to plan, organize, and direct complete and comprehensive recreational activities.

Ability to establish and maintain effective relationships with superiors, community leaders, civic organizations, volunteers, and the general public.

Ability to express ideas clearly and effectively, orally and in writing, for news releases and programs reports.

Ability to enforce regulations firmly, but tactfully.

### **DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a four year college or university with major course work in recreation/physical education; and considerable experience in organizing general public recreational activities; or any equivalent combination of training and experience.