

Jefferson County Parks & Recreation Commission, West Virginia

Job Description

Position Title:	Recreation Coordinator	Grade Level:	4
Department	Parks, Recreation Department	Date:	Open until Filled
Reports to:	Parks & Recreation Deputy Director	FLSA Status	Exempt
Salary Range	\$37,750		

Work Hours: Weekly schedule must be flexible. A regular work week from 9-5, 10-6, or 11-7 with the expectation that work schedule will include weekday evenings and weekends. Applicants should be prepared to work at least 1-2 evenings per week and 1-2 weekends per month (depending on season)

Statement of Duties:

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 special events.

Supervision Required: Will require minimal supervision to complete routine, recurring duties. Will show willingness and initiative to perform other duties to assure smooth operation of the agency.

Job Responsibilities: As a regular and continuing part of the job, regularly supervises part-time staff assisting with programs and special events. Helps maintain the organization and cleanliness of the community center. Assists with setup and coordination of part-time staff to prepare for programs, special events or other activities.

Confidentiality: Employee may have access to some confidential information obtained during performance of regular position responsibilities such as client or department records.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, or jeopardize programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. 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 nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The work environment includes those typical of offices, without regular 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 manage evening and weekend activities or events, which could be outside in hot and cold weather.

- a. Routinely identifies patron concerns and works to resolve the complaint accurately and in a timely manner. Follows up as necessary to ensure a mutually satisfactory resolution.
- b. Consistently responds to patrons' requests for assistance promptly and in a friendly, courteous, and cooperative manner. Listens to all patron feedback, positive and negative, acts to resolve complaints within his/her control, and gives feedback to Director in a timely manner.

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 types 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.

- Responsible for the development, coordination, and implementation of a wide variety of programs and special events.
- Responsible for arranging schedules and securing facilities for programs and special events, including securing school facilities through permits, maintaining schedules of school gymnasiums and working with other JCPRC staff to alleviate errors in personnel coverage and facility scheduling.
- Responsible for recruitment and recommendation of seasonal staff and/or volunteers.
- Responsible for maintaining a positive working relationship with colleagues.
- Responsible for serving as liaison when necessary to help coordinate programs, special events or other activities with various groups, organizations, and volunteer support groups outside of Parks & Rec.
- Responsible for maintaining files, work plans and "to do lists" for programs and special events.
- Correspondence, phone lists, supplies, materials or equipment needs, finances and budget sheets.
- Responsible for keeping Administrative Staff informed of program or special event changes so inquiries can be answered more efficiently.
- 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.
- Assist with data entry into recreation software.
- Assists with the preparation of program brochures, newsletters, annual reports, etc.
- Assists with front desk reception, answering phones, program registrations and customer service.
- Must be a self-starter, motivated, and willing to take on extra duties as assigned.
- Other 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 Microsoft office and ActiveNet. Proficient communicator orally and in writing.

Education and Experience: Bachelor's degree in Recreation & Leisure Programs, Parks & Recreation Management or a related field. 1-3 years related work experience in a parks and recreation department, any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Preferred Qualifications: Certified Parks & Recreation Professional (CPRP) through the NRPA.

Special Requirements: First Aid and CPR Certification; Valid driver's license and clean driving record. Will be required to pass a background check prior to hiring.

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 accommodation 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 and supplies related to the job.

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.