

Recreation Coordinator Job Description:

Position Title: Recreation Coordinator

Town Department: Recreation and Leisure Services

Direct Supervisor: Director of Recreation and Leisure Services

Supervises: Program Instructors

FSLA Status: Full Time, 35 Hours/Week, Exempt

Grant Funded: This is a 1-year grant funded position with the possibility of being a permanent, full-time position at the end of the term.

Bargaining Unit: None

Salary: \$ 40,000

Definition:

Under the direction of the Director of Recreation and Leisure Services, the employee will plan, organize and provide oversight for assigned recreation activities, services, facilities, special events, classes, field trips and programs; recruits, trains, supervises and evaluates subordinate professional and paraprofessional recreation workers and volunteers; develops schedules, registration processes and fees for recreation services; conducts outreach and marketing activities with users, donors, sponsors and community groups and performs related work as required.

Class Characteristics:

Responsible for day-to-day coordination and supervision of various activities and services administered within the Recreation and Leisure Services Department. Areas of assignment may include Special Events, Teen Programs, Youth and Adult Sports, Senior and Community Center Activities, Volunteers and Community Programs. The Recreation Coordinator is expected to exercise a high degree of expertise, initiative and independent decision-making to ensure customer satisfaction.

Examples of Key Duties (Duties are illustrative and not inclusive and may vary with individual assignment.):

- Plans, organizes, conducts and coordinates a wide variety of recreational and community service programs at a park, center and/or other recreation facility, including meeting with public groups and communities to explain and promote programs; schedules activities and programs; coordinates programs with those of other departments and agencies.
- Monitors program activities, including approving expenditures and ensuring activities are running smoothly; responds to questions and complaints.
- Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
- Provides input into the development of budgets, including determining staffing and materials; develops fundraising campaigns and solicits sponsor and sponsorship packages for recreation publications.
- Oversees rental and registration activities and ensures accurate record keeping for program receipts.
- Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
- Performs other duties of a similar nature or level.

Qualifications:

Education and Experience:

- Equivalent to graduation from a four-year college or university with major coursework in recreation administration, physical education, leisure services or a related field and 3 years of professional recreation experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses:

- Must possess and maintain a valid State of Connecticut driver's license and a satisfactory driving record.

Physical Requirements and Working Conditions:

- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites, and have availability to work off-hour shifts or events as required; strength to lift and carry materials weighing up to 40 pounds; ability to work outdoors in a variety of weather and temperature conditions; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Knowledge of:

- Principles and techniques of planning and directing group, social and recreational activities for various age groups;
- Recreation program development methods and practices;
- Principles and practices of managing recreational programs for community parks, community centers, and/or athletic facilities;
- Computer applications related to the work;
- Basic budgeting theories and principles;
- Recreation site management, including coordination with special instructors
- Recreation program evaluation and techniques; and
- Techniques for effectively representing the Town of Somers in contacts with users and the community.

Skill in (at entry):

- Implementing and evaluating programs and activities within departmental guidelines;
- Interpreting and implementing departmental policies and procedures;
- Assessing community recreation needs;
- Developing and administering program budgets;
- Developing interpersonal relationships with a variety of users and sponsors;
- Preparing promotional materials;
- Organizing and coordinating programs and activities;
- Preparing reports and giving presentations and
- Communication to interact effectively with co-workers, managers, subordinates and the general public sufficient to convey information and to receive work direction.