

Recreation Program Coordinator - 3021

Primary Reason Why Classification Exists

To plan, implement, and supervise varied recreation and athletic programs

Distinguishing Features of the Class

An employee in this class is responsible for developing, promoting, organizing, and supervising a comprehensive recreation and athletic program for organized youth and/or adult athletic activities, and related special events. Work involves considerable planning and scheduling activities and contact with coaches, participants, volunteers and officiating personnel.

Supervision is exercised over the work of umpires and other officiating personnel, coaches, and field maintenance workers. Work is performed within the guidelines of departmental rules and policies and requires the exercise of independent judgment in the application of program and game rules and procedures. Work is performed under the general supervision of the Assistant Parks & Recreation Director and is evaluated on the basis of attainment of individual and team objectives, program effectiveness, and public acceptance.

Illustrative Examples of Work

- Plans, supervises and implements varied recreation and athletic programs to include involvement in managing swim programs and services, indoor and outdoor recreation programs, athletic events, and other special events including City employee sporting events
- Accepts payments from visitors or participants in center activities, athletic program registrations, uniform purchases, shelter reservations, and fitness room membership fees
- Explains rules and procedures; maintaining records and files; prepares reports and work schedules of umpires and other game officials; enforces departmental rules and regulations with the public and staff
- Provides training to staff in the recruitment, training, and evaluating of part-time employees and volunteers; provides instruction to participants in varied programs, athletics, and weight training prescriptions; operates and maintains the fitness room
- Opens and closes facilities including train depot, community building, amphitheater, and other facilities; orders equipment and supplies; maintains equipment inventory and ensures concessions are prepared for sporting events and games
- Prepares operations and program budgets; evaluates programs and makes recommendations for changes or adding new programs and services; develops marketing plans for programs; prepares cost analysis reports for all sporting events
- Attends department staff meetings and program workshops to provide or receive information
- Performs related tasks as required

Knowledge, skills and Abilities

- Considerable knowledge of the concepts and practices required to plan and implement recreation programs for varied age groups and skill levels
- Knowledge of current practices related to first aid and CPR; knowledge of OSHA safety regulations pertaining to recreation facilities and sporting equipment and events
- Knowledge of elementary bookkeeping and records maintenance practices
- Knowledge of generally accepted practices of customer service and effective communication practices when interacting with other employees, program participants, and the public

- Knowledge of general rules and regulations of recreation programs and athletic sports
- Knowledge of computer skills and programs
- Ability to use a computer and related software
- Ability to exercise initiative and independent judgment to plan, implement, and evaluate recreation and sports programs
- Ability to establish and maintain effective working relationships with associates, officials, volunteers, and the general public and to express ideas clearly both orally and in writing
- Ability to prepare narrative, fiscal, and statistical reports of activities

Physical Requirements

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires general physical efforts such as climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions. Work also requires vocal communication to express thoughts and exchange information. Work also requires ability to hear and respond to spoken words, to receive and understand information, and/or to make fine distinctions in sound. Work requires visual acuity for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions

The employee is subject to both inside and outside environmental working conditions, but without a requirement of working in extremes of weather or hazardous weather conditions. The worker may be exposed to blood-borne pathogens resulting from injuries to employees or participants and may be required to wear specialized personal protective equipment. Work schedules may vary widely depending upon program needs and the employee must be available to work weekends and after normal hours as required by programming, changes in staffing, or weather conditions.

Education and Experience

Graduation from an accredited college or university with Bachelor's degree in parks and recreation administration, physical education, sports management, or other field related to the work and 3 - 5 years of practical experience in planning and implementing one or more of the major fields of organized recreation programs.

Special Requirements

- Valid North Carolina driver's license
- First Aid and CPR
- North Carolina Notary Public
- AED, CPO, CPRP, CPI, and Fitness certifications preferred

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate for all hours worked in excess of 40 hours in the City's official work week and not the employee's work schedule)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position and a more thorough description of these elements can be found in the employee's Position Analysis Questionnaire (PAQ). The employer reserves the right to assign or otherwise modify the duties assigned to this classification.

January 2015