

CITY OF MOORE

Job Description

Recreation Coordinator

Job Code: 6315
Exempt: No
Department: Parks & Recreation
Reports To: Assistant Parks and Recreation Director
Location: Parks & Recreation Facilities and Grounds
Date Prepared: January 18, 2016
Date Revised: May 23, 2018

GENERAL DESCRIPTION OF POSITION

The Recreation Coordinator is responsible for the management, direction, and coordination of all programs, special events, and activities of the recreation center. Incumbent will schedule, train and supervise staff while developing and maintaining good relationships with the citizens. The Recreation Coordinator is responsible for establishing and maintaining cleanliness and safety practices and procedures. Responsibilities include adult and youth recreation programming, to include volleyball and basketball leagues and sports camps; City-wide special events; and the development of programming in multipurpose room of recreation center. The Recreation Coordinator will provide staff assistance to the Assistant Parks and Recreation Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Organizes schedules, supervises and evaluates recreation staff. Assigns priorities and work. Trains and instructs recreation personnel. Coordinates activities and acts on employee problems. Recruits, interviews and recommends management and staff selections. This duty is performed daily, about 5% of the time.
2. Plans, organizes, schedules, supervises, performs and arranges recreation facilities maintenance and equipment operations. Prepares equipment, supply repair inventories and cost estimates. This duty is performed daily, about 5% of the time.
3. Plan and coordinate youth and adult sports programs, youth and men's basketball leagues, volleyball leagues, camps, special events, etc. This duty is performed daily, about 25% of the time.
4. Plan and coordinate outdoor activity programs and special events such as Play in the Park, Movie in the Park, etc. This duty is performed daily, about 25% of the time.
5. Assist in budget development and monitoring. This duty is performed annually.
6. Monitors safety issues and security of the facility. This duty is performed daily.
7. Plans, designs and implements a variety of recreation-related programs. This duty is performed as needed, about 20% of the time.

8. Plans, designs and implements a variety of art classes and programs for the multi-purpose room. This duty is performed as needed, about 20% of the time.
9. Analyzes and evaluates, or assists in evaluation/analyzing, operations and facilities for recreation operations needs and improvement. Assists in developing policies and procedures for recreation functions including but not limited to work rules, fees/charges, hours of operation, contract services, etc. Plans, recommends, and/or implements employee training programs. This duty is performed daily.
10. Ensures compliance with regulatory mandates and standards for health, safety, customers, contractors, and employees. This duty is performed daily.
11. Participates in on-going training and development. Attends and participates in relevant seminars, workshops and conventions. This duty is performed daily.
12. Ensures operations of recreation facilities comply with cleanliness and safety standards. Monitors operations for clean and safe operations. Resolves or recommends resolution to problems. This duty is performed daily.
13. Good attendance and punctuality is required. This duty is performed daily.
14. Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practice; uses safety equipment as required. This duty is performed daily.
15. Assist in operations at The Station. This duty is performed daily.
16. Confidentiality is required upon specific notification to the employee. This duty is performed daily.
17. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (3-7) of employees, usually of lower classifications. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds,

expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; frequently required to stand, walk, sit, reach with hands and arms; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds; frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Knowledge of:

- Procedures for planning and implementing a variety of special community events and activities
- Methods and techniques of organizing and implementing events activities
- State codes and regulations of health and safety practices in operating public facilities
- Pertinent, federal, state and local laws, codes and regulations

Ability to:

- Concentrate and pay close attention to detail
- Coordinate, organize and implement recreation activities and events
- Prepare and distribute publicity concerning new or ongoing recreation offerings
- Identify methods to maximize service effectiveness and efficiency
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work
- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment
- Make effective decisions concerning safety and maintenance
- Evaluate and prepare reports, papers and other documents appropriate to the division; maintains and updates records and manuals

- Work well independently
- Interpret and apply applicable federal, state and local policies, laws and regulations
- Communicate clearly and concisely, both orally and in writing
- Work flexible hours, including weekends, evening, holidays and special events

Experience and Training Guidelines

Any combination of the following experience and Education Experience:

Three years of experience in the development, organization, and management of indoor youth sports leagues in a recreation center or similar type facility setting, including experience with special event development and management and in program development for indoor classes and programs; AND a Bachelor's degree in Recreation Management, or an equivalent combination of education and experience.

Experience with PC based applications including Word, Excel and internet browsers preferred

License or Certificate:

Possession of, or ability to obtain, valid Oklahoma C driver's license may be required

First Aid, CPR/AED certification or ability to obtain within first 6 months of employment is required

NOTE: At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

WORKING CONDITIONS

Environmental Conditions:

Office/park environment; exposure to computer screens; work with others and alone; frequent contact with the public.

Performs approximately 25% outdoors exposed to temperature extremes, dirt, dust, noise, etc75% in office environment.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing, walking and sitting for prolonged periods of time; physical and manual dexterity; may be required to operate assigned vehicle. Must be able to perform attached essential job functions.

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to 25 pounds.

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time.

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system.

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day.