

## **JOB DESCRIPTION: Recreation Program Coordinator**

JOB TITLE: Recreation Program Coordinator

OBJECTIVE: To perform a variety of duties associated with providing administrative assistance and support to the Norwood Park and Recreation District (NPRD) relating to oversight and direction of recreational programming, sports activities, special events, and facility management.

### ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Receives direction from the NPRD Board of Directors.
2. Directs: Seasonal program staff, volunteers, instructors and participants

### GENERAL STATEMENT OF DUTIES:

This position performs planning, implementation, coordination, and supervision of recreation programs, events and activities, including planning, scheduling and implementing recreational activities; recruits, coordinates and supervises the activities of regular, temporary and volunteer staff; prepares program budgets and monitors expenditures; administers the rental, scheduling, use and maintenance of recreation facilities; and performs related work as required.

### EXAMPLES OF DUTIES: (Duties are illustrative and not inclusive.)

1. Plan, organize, and implement recreation programs by overseeing a variety of sports and recreation programs, ordering supplies and collecting registrations.
2. Work independently and be responsible for overseeing programs at designated locations such as parks, school facilities, baseball/softball fields and other public facilities. Includes setting up and take down at facilities and areas for special events, including weekends, holidays and evenings.
3. Prioritize job tasks and complete them within specified time frames meeting deadlines.
4. Prepare written documents, statistical reports, work orders, time sheets, schedules, press releases, brochures, calendars, program rosters, etc.
5. Collects activity and registration records and prepares program plans and requirements in advance for budgetary recommendations; prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.
6. Maintain supplies, equipment and materials in support of athletic and recreation programs.
7. Perform necessary manual labor and skilled tasks that may require lifting heavy objects, stooping, bending and twisting.
8. Book facility rentals; attend to facility users needs, including permits and equipment; print weekly event schedule and ensures that all setups are done, manage facility budget, including maintenance and supplies.
9. Develop, prepare and organizes plans and schedules for all programs and activities.
10. Enforces policies, procedures and rules for staff, instructors, volunteers and contracted facility renters as well as enforcement of safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
11. Communicate and work with individuals, community groups, and committees to stimulate interest and develop recreation program support, including fund-raising.
12. Maintain scheduling software , website, and social media pages for NPRD.

13. Attend Monthly board meetings and prepare written monthly report in advance of meeting. Also prepares weekly report of activities to NPRD Facilities Committee.
14. Work with members of the NPRD Facilities Committee to resolve any issues that must be addressed outside of regular meetings, including receiving approval for any expenditure or other actions undertaken on behalf of NPRD which fall outside the scope of regular duties.
15. Perform other such duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles, practices, and methods of recreation management.
- Knowledge of recreation activities for children, adolescents, adults, senior citizens, and special patrons.
- Skill in the use of common computer programs and office machines, including Microsoft Office, Publisher, Power Point, Excel, and athletic scheduling software.
- Skill in developing, planning, and overseeing a diverse number of public recreational programs and events.
- Skill in the methods and techniques for recreation facility maintenance and operations.
- Ability to communicate and establish rapport, understanding and confidence with participants and the general public.
- Ability to exercise independent judgment in the application of program rules and procedures.
- Ability to understand, follow and complete oral and written directions.
- Ability to effectively communicate orally and in writing.
- Ability to work flexible hours including evenings and weekends.

MINIMUM QUALIFICATIONS:

Associate's degree from an accredited college or university with a major in Recreation, Leisure Management, or related field and one (1) year of related experience.

-or-

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

LICENSES OR CERTIFICATIONS REQUIRED

Must possess a valid Colorado Motor Vehicle Operator's License and satisfactory driving record.

Must be able to obtain Red Cross Standard First Aid and Adult CPR Certification upon hire.

ENVIRONMENTAL FACTORS/PHYSICAL REQUIREMENTS

Work is primarily performed in an office environment and may be subject to extended periods of intense concentration and repetitive motion such as typing and data entry

Work involves operation of computer equipment for extended periods

Work requires physical capacity of working for extended periods of time with exposure to diverse environmental situations and adverse weather conditions.

Work requires physical capacity of light to moderate lifting (up to 40 pounds).