

JOB DESCRIPTION
Recreation Program Coordinator

FLSA: Non-Exempt
Reports to: Recreation Director

Pay Level: Level 3
Prepared/Revised: October 2018

Job Summary:

Under the general supervision of the Parks & Recreation Director, this position is responsible for coordinating the various recreational programs, activities and special events of the city. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her guidance, as well as initiating and coordinating new program development.

Supervision Exercised or Received:

The Parks & Recreation Program Coordinator receives supervision from the Parks & Recreation Director.

The Parks & Recreation Program Coordinator may supervise volunteers as authorized by the Parks & Recreation Director.

Essential Functions:

1. Develops, organizes, implements and supervises recreational programs, activities, special events, fund raisers, and tournaments.
2. Organizes, supervises and assists with the implementation of youth sports leagues and programs, including the development of rosters, schedules, etc.
3. Will serve as liaison to organized sports leagues, including adult leagues, school programs, etc.
4. Assists in the Department's annual special events, including but not limited to, Easter Eggstravaganza, Independence Day Celebration, Halloween Happenings, Christmas Parade and Bright Lights, Festive Nights.
5. Assists the Director in assessing community recreational needs and plans programs accordingly. Evaluates recreational programs, activities and special events, and makes needed adjustments and improvements.
6. Maintains records on program registration and event participation to analyze methods to increase involvement.
7. Maintains a professional and cooperative working relationship with the Parks and Recreation Director and staff, City Administrator, Board of Mayor & Aldermen, Recreation Committee, City employees, school personnel, league boards, other recreation providers, civic organizations and volunteers.
8. Maintains professional working relationships with local businesses, churches, civic groups, etc., contacting as needed to procure sponsorships and involvement.
9. Collaborates with Recreation Departments from other municipalities and county recreation providers to coordinate programs and activities.

10. Assists with the development and administration of the Department's annual budget. Makes recommendations to the Director regarding projected revenue and expenses for programs offered.
11. Maintains professional and technical knowledge by attending educational workshops and conferences, reviewing professional publications, establishing personal networks and participating in professional societies.
12. Performs other duties as required, directed, or as the situation dictates.

Additional Responsibilities:

1. Operate light duty vehicles, mowers, mobile radios, camcorders, computers and other modern office equipment.
2. Responsible for the cleanliness of his/her work area and equipment.
3. Make public appearances and speaking engagements as assigned to promote recreation program and activities.

Knowledge Of:

1. Knowledge of the scope and goals of the City's recreational programs.
2. Knowledge of principles and practices involved in recreational programs, activities and project planning.
3. Knowledge of sports, recreational activities, tourism, arts & crafts.
4. Knowledge of the principles and methods of supervision.
5. Ability to plan and direct the work of others.
6. Ability to recruit and motivate volunteers.
7. Ability to evaluate situations and make good decisions.
8. Ability to express ideas clearly, concisely and convincingly.
9. Ability to present departmental information to various groups and organizations.
10. Knowledge of budgetary procedures.

Position Requirements:

1. Requires a Bachelor's degree in Recreation programming/management or related field OR an equivalent combination of education, training and experience in recreation services for three to five years.
2. A valid Tennessee driver's license is mandatory.
3. CPR, First Aid, AED certifications or must be able to be obtained with six months of employment.
4. CPRP (Certified Parks and Recreation Professional) certification preferred.

Additional Requirement:

1. **Work hours** – 40 hour work week. A full time, non-exempt employee. May work evenings and weekends, as needed.
2. **Work environment** – Work is generally performed indoors, some tasks will be performed regardless of weather conditions.

3. **Physical Requirements** – The recreational Recreation Clerk will be required to do common tasks such as: sit for an hour or more, talk, hear, stand, walk, balance, stoop, squat, bend and /or kneel, and lift objects weighing 30 pounds or more. 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 accommodations may be made to enable individuals with disabilities to perform the essential function. Must be able to perform essential functions of life.

Note:

At the discretion of the City of Fayetteville, a background check may be made. Employment is contingent upon satisfactory completion of a background check, drug screen and agility test.

Nothing in this job description restricts the ability or the right of the City of Fayetteville to assign, reassign or eliminate the duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time, due to reasonable accommodations or other reasons deemed appropriate by the City of Fayetteville.

The job description does not constitute an Employment Agreement between the employer and the employee and is subject to change, according to the business needs of the City of Fayetteville.