

POSITION DESCRIPTION

Class Title: Full-time Recreation Coordinator

Date: October 21, 2022

Department: Municipal

Union: Not applicable

GENERAL PURPOSE

Plans, organizes and coordinates a community recreation program for youth, adults, and/or seniors, to include cultural arts, physical activities, athletic events, special interest classes and summer programs for the enrichment of the citizens of the City of Geneva, Ohio.

SUPERVISION RECEIVED

Works under the general supervision of the City Manager.

SUPERVISION EXERCISED

Supervises special interest instructors, seasonal employees, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates the development and implementation of community recreation programs for the enrichment of the citizens of the City of Geneva, Ohio.

Supervises classes, workshops, festivals, sports and other activities of persons engaged in recreation programs and co-sponsored programs and events.

Selects, plans and implements cultural arts, physical activities and special interest activities which include sports, crafting, festivals, self-defense training, concerts and movies (to name a few)

Responds to public inquiries about recreation programs made by telephone, in person inquiries, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates, schedules and maintains related records and statistics for programs, seasonal personnel, coaches, umpires and volunteers or co-sponsors at the Recreation Center.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches and umpires as needed, assigns practice times, distributes and collects uniforms.

Schedule games and umpires for various sports including (but not limited to), basketball, soccer, men's teams and travel teams.

Schedules and runs various tournaments such as basketball tournaments, tennis, pickle ball, women's volleyball and co-ed volleyball tournaments, etc.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, adults and seniors, making arrangements for rental and use of recreation facilities and parks. Setting up tables and chairs for various events.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Oversees budget and purchases for the Recreation Department.

PERIPHERAL DUTIES

Assists in the recruitment and selection of coaches, umpires and volunteers.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Four-year college or university degree in recreation or related field is preferred.
- Two years recreation experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of recreation planning and administration;
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- Ability to develop, coordinate, and direct varied activities involved in a community enrichment recreation program;
- Ability to establish and maintain effective working relationships with employees, supervisor, other agencies, participants, instructors, community leaders, board members and the general public;
- Ability to communicate effectively in person, on the telephone and in writing.
- Ability to plan and supervise the work of special instructors, seasonal employees and volunteers;
- Skill in the operation of listed tools and equipment listed below;

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; postage meter; phone; mobile or portable radio; automobile; various sports equipment used in recreation programs..

SPECIAL REQUIREMENTS

- Must possess, or be able to obtain by time of hire, a valid unrestricted state driver's license;
- First Aid and CPR certification.

PHYSICAL DEMANDS

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 functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and occasionally the use of cleaning chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee: _____ Date: _____
(Indicates the employee was given a copy of the job description)

Supervisor: _____ Date: _____