

Job Description – Recreation/Event Coordinator

Title: Recreation/Event Coordinator

Dept: Office

Exempt/Nonexempt: Nonexempt

Reports to: Executive Director

Pay Grade: Job Class E

General Position Summary:

Responsible for planning and coordinating all classes, programs, and events for the District, serves as a member of the district's management/supervisory team.

Essential Functions/Major Duties:

- Plan, develop, manage, and oversee the full scope of the recreation programs for the District, including oversight of recreation instructors and coaches
- Lead and develop a team and exemplify and create a culture of trust and respect
- Problem solve difficult situations, interpersonal and logistical issues
- Plan and organize District and Foundation events, including but not limited to: Daddy Daughter Dance, Fishing Derby, Fourth of July, Movies in the Park, Santa's Workshop
- Coordinates with class and program instructors and sets up all relevant information on the recreation software system
- Complete employment contracts with recreation instructors
- Verify instructor rosters and submit payroll sheets for payment to instructors
- Manage all media and advertising for classes, programs, and events
- Develop marketing materials
- Keep the website up to date
- Develop recreation related program budgets
- Oversee program purchasing and expenses, within the confines of the budget
- Oversee cost recovery for programs
- Actively recruits prospective instructors and works toward keeping an appropriate number and variety of recreation related programs in place
- Provide training for recreation staff
- Manage inventory of recreation and class materials and equipment
- Keep recreation storage areas clean and organized
- Work closely with the parks maintenance department and keeps them informed about programs and events
- Coordinate set up and tear down of programs and events
- Pursue alternative funding for programs and events. i.e., sponsorships, general fundraising, grant writing etc.

- Attend relevant meetings, trainings, networking programs, and events
- Coordinate with other local government agencies, non-profits, business, and individuals in the community to ensure we are not duplicating services and working together as much as reasonable
- Provide front desk customer support services
- Manage digital file system for all programs and activities
- Work closely with the Executive Director on recreation program development and organizational goals
- Evaluate all activities and programs and gather feedback from participants
- Keep track of measurable outcomes for all activities and programs
- Participate on relevant boards or committees as time allows
- Work closely with the Aquatics Coordinator in preparation for the pool season, including swim lesson schedule, pool open/close times schedule, private party schedule
- Participate in pool staff interviews, assist pool managers and staff as needed
- Work with the Finance Manager to set up recreation budgets for personnel and necessary expenditures

Job Scope:

This job works within the confines of the District's fiscal year budget and is responsible for development and/or decisions, staff accountability, has decision-making authority, is creative/innovative, and has a level of responsibility for planning.

Supervisory Responsibility:

- Oversee recreation class instructors and assistants

Interpersonal Contacts:

- Internal - All Parks and Rec District staff
- External - General public, sports league coordinators, facility owners

Specific Job Skills:

- Strong computer skills including but not limited to email, internet, Microsoft Office Suite
- Able to organize and prioritize work
- Skilled in time management
- Excellent leadership and supervisory skills
- Work cooperatively with staff and the public
- Work independently within the established policies and procedures of the district
- Communicate orally in the English language in a one-on-one or group setting
- Produce written documents in the English language using proper sentence

- construction, punctuation, and grammar
- Ability to deal with conflict in a professional manner and bring peaceful resolutions

Education and/or Experience:

- Associates degree in Recreation, Sports Management, Business Manager or related field
- 3 years experience with coordination of recreation programs
- 3 years supervisory experience

Job Conditions:

- Work is primarily performed in an indoor environment, occasionally outdoors in extreme weather conditions
- Periodic travel to meetings, conferences, and training is required
- Evenings and weekends are required when necessary
- Occasional overtime may be required
- On-call response availability
- Job requires standing, walking, bending, stooping, reaching, sitting, kneeling, use of fingers and hands, grasping, listening and hearing, talking, handling, repetitive motions, lifting, computer work/keyboarding