

Recreation Coordinator

DEPT: Leisure Services
DIV: Recreation
DATE: July 2016

FLSA: Non-Exempt
EEOC: Para-Professional



POSITION SUMMARY

Performs a variety of **general administrative and first-line supervisory duties** as needed to coordinate the establishment, organization scheduling, and operation of recreation programs emphasizing participation and instruction in men's, women's, and youth sports.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation League Manager

SUPERVISION EXERCISED

Provides direct to general supervision to personnel required to run specific programs offered through the Lehi Recreation Division.

ESSENTIAL FUNCTIONS

Plans, establishes, and organizes league and team programs offered through the Legacy Center, including softball, basketball, baseball, soccer, tennis, flag football, volleyball, etc.; helps determine necessary components (i.e. instructors, facilities, equipment, volunteers, officials, coaches, etc.); monitors program activities to assure quality and serves as trouble shooter. This is intended to be a supervisory position although circumstances may at times require those with primarily organizational assignments to perform in additional capacities on an as needed basis.

Recruits, hires and trains part-time and seasonal personnel needed in conjunction with programs; monitors performance and makes recommendations affecting personnel statuses such as retention, advancement, and discipline.

Serves as a liaison to the community for Recreation Director and Recreation League Manager, prepares and delivers reports as needed to advise of projections and results; makes recommendation concerning programs offered and times available; reviews complaints, problems and concerns expressed by the public and makes recommendations accordingly; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed; coordinates with registration supervisor to verify dates, prices and obtain updated procedures.

Monitors surrounding recreation programs to compare and compete for patronage; directs and performs program and special event marketing and advertising; maintains sports program website posting dates, policies, etc.; utilizes various media vehicles to reach all segments of the public and educate in recreation programs; addresses various groups and clubs to solicit time and financial assistance for special programs; secures business sponsors; accepts and coordinates ball park reservations; works with local schools to secure gym space; coordinates photographer and mascot appearances for sports events and games.

Responsible for equipment associated with various programs; works with vendors to negotiate equipment pricing; keeps inventory and orders replacement and new equipment as needed; assures a safe and clean environment through periodic safety checks.

Gives recommendations for the division budget; makes revenue projections; monitors on-going expenditures to assure compliance with fiscal goals; advises in the establishment of program fees; aides in the preparation of yearly calendar of Legacy Center activities.

Perform related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a bachelor's degree in Recreation Management or closely related field
 - AND
 - B. One (1) year experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

Working knowledge of methods, techniques, and philosophies of developing and operating a broad spectrum of programs; programming for all age groups in the community; liability issues and injury prevention; organizational skills; personal computers and various software applications including spread sheets, word processing, etc. **Working knowledge of** recreation leagues, establishment of team rosters, and schedule games, tournaments and other play activities; establish and maintain effective working relationships with employees, volunteers, and the public. **Some knowledge of** budgeting processes and general accounting.

Ability to direct, motivate, develop and evaluate subordinates; communicate effectively verbally and in writing.

3. Special Qualifications:

Must possess a valid driver's license

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controlled environment and typical settings associated with outdoor recreation. Tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching, lifting, and carrying up to 50 pounds, etc. Communicating, i.e. talking, hearing and seeing, is essential to job effectiveness. Common eye, hand, and finger dexterity exist. Mental application utilizes memory for details, verbal instruction, emotional stability, discriminating thinking and creative problem solving.

Periodic travel required in normal course of job performance

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)