



# RECREATION COORDINATOR

## JOB DESCRIPTION

### **JOB SUMMARY**

This position is responsible for the management, coordination, and evaluation of various programs and activities within the Parks and Recreation Department. Persons in this position use independent discretion and judgment within established organization values, policies, and procedures.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Parks and Recreation Director.

### **SUPERVISION EXERCISED:**

This position may be responsible for the supervision of part-time and seasonal staff, contract employees, program volunteers, and participants. Leadership Team as applicable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Oversees the development, promotion, implementation, and supervision of recreation programs and services for all ages in accordance with community needs; evaluates programs effectiveness, recommends and implement changes.
- Oversees the activities of staff and volunteers; plans, assigns, trains, directs, and monitors staff duties.
- Serves as a liaison and resource for community agencies and other organizations; performs community outreach to promote recreation programs and specials events.
- Performs administrative tasks, such as attending and scheduling meetings, preparing reports, conducting surveys, monitoring expenditures, and maintaining records.
- Assists in developing and implementing policies, procedures, and staff training for programs.
- Responds to inquiries and concerns from participants and community members; identifies issues and resolves problems or refers to supervisor as appropriate.
- Coordinates logistics for park and facility rentals, including but not limited to, providing tours and information to prospective renters, implementing details outlined in rental agreements, and coordinating the schedule for programs use of school and other non-Town facilities.
- Maintains records of recreational activity performance and activity levels; prepares reports on activities as requested; requisitions supplies, equipment, and necessary material utilized in recreation programming.
- Assists with developing, planning and coordinating a variety of large-scale community events for the Town of Bayfield. Events include, but are not limited to, the Bayfield Downtown Block Party, the Fourth of July celebration, and other events as assigned.
- May be required to work irregular schedule, including weekends, early mornings, evenings, and holidays.
- Performs other duties as required.

### **EDUCATION AND EXPERIENCE:**

- High diploma or GED Certificate.



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- Two years of experience coordinating or supervising recreation program activities or special events.

### **LICENSES AND CERTIFICATIONS:**

- Requires CPR/ AED and First Aid Certificate.
- Must possess a valid Colorado driver's license.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Principles and practices of leadership and team dynamics.
- Principles and practices of sports management, operations, and logistics.
- Proper care and safety practices of recreation, facility, sports field equipment, materials, and supplies.
- Methods and techniques of planning, evaluating, and implementing recreation programs, services, and activities.
- Principles and techniques for fostering effective work groups.
- Relevant rules, regulations, policies, and procedures.
- Principles and practices for providing high level of customer service and the ability to communicate effectively, both verbally and written
- Occupational hazards and standard safety practices.

### **TOOLS AND EQUIPMENT USED:**

Personal computer, word processing software, various other types of computer software, spreadsheets, copy machine, fax machine, telephone, various other office equipment, scoreboards, and an automobile.

### **PHYSICAL DEMANDS:**

Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, twisting, turning, kneeling, bending, stooping, squatting, crouching, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Incumbents must possess the ability to lift, carry, push, and pull materials, tools, equipment, objects, and supplies weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### **WORK ENVIRONMENT AND GENERAL INFORMATION:**

Work is performed both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Will work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.