



## JOB DESCRIPTION

### IDENTIFICATION

**Job Title:** Recreation Coordinator  
**Department:** Parks and Recreation  
**Location:** 302 South Main Street  
**Reports to:** Parks and Recreation Director

**FLSA Status:** Exempt  
**Code:** 39-9032  
**Pay Class:**  
**Date:** January 13, 2014

### JOB SUMMARY

Develops Plans, programs and schedules, conducts staffing activities, oversees program operations, carries out Safety procedures: prepares reports and evaluates programs, performs professional development activities; and performs related services: Analyzes program needs by meeting with individuals, groups and organizations; assesses availability and condition of recreation facilities; assists in developing strategic plans, operating plans, policies, procedures and rules; plans and schedules programs in areas of assignment; assists in development of safety plans as needed. Identifies requirements for support personnel; recruits volunteers to fill roles; and trains or arranges for training of volunteers and other staff. Performs or supervises preparation of facility; may perform or supervise specialized grounds keeping, light carpentry, painting, etc.; coordinates with Public Works or other department on regular building and grounds maintenance; opens, closes, and secures facilities for events; monitors program activities; supervises volunteers and other staff;. oversees rental and registration activities and ensures accurate record keeping for program receipts; may operate or supervise operation of concession stand; requisitions materials and equipment and takes periodic inventory; issues and collects recreation equipment and supplies; makes minor repairs to recreation equipment; coordinates programs with those of other departments and agencies; handles complaints and problems and/or; advises Director of nature of complaint or problem and action taken; and may ask Director for assistance. Conducts safety inspection of facilities and facility and corrects hazards; ensures that participants use safety equipment; . ensures that volunteers and other staff receive safety training; may stabilize victim and perform first aid in event of accident or injury; may notify emergency medical personnel and Director; monitors conduct of volunteers and other staff for signs of sexual abuse of vulnerable populations; follows departmental procedures to prevent and report misconduct; and assists in investigating accidents and incidents. Maintains accurate logs and records of work performed and materials and equipment used; collects information to determine eligibility of participants and submits reports to national sanctioning bodies; prepares a variety of reports and other documents; solicits and obtains comments from program participants; and uses reports and other feedback as a tool to modify and improve programs. With supervisor input, assesses training need; develops personal professional improvement plan to acquire or update knowledge and skill;. independently consults various sources for current information and emerging developments in field; attends training programs, participates professional conferences, enrolls in college courses, etc.; .and applies concepts and principles learned in job activities. Prepares posters, signs, flyers, brochures, etc. for use in marketing activities with users, donors, sponsors and community groups; participates in the planning of new facilities and performs related work as required.

### RESPONSIBILITIES AND TASKS

**A. Develops Plans, Programs and Schedules:** Analyzes needs for recreation programs by holding conferences with individuals, holding groups meetings, consulting with organizations such as schools, churches and civic clubs, and conducting surveys. Assesses availability and condition of recreation facilities such as parks, athletic fields, courts, pools, centers and/or other facilities. Assists in developing strategic plans, operating plans, policies, procedures and rules. Plans and schedules a wide variety of recreational and community service programs in areas of assignment such as aquatics, teen programs, youth and adult sports, and other programs at suitable facilities. Assists in development of safety plans as needed.

**B. Conducts Staffing Activities:** Identifies requirements for support personnel, such as coaches, officials, instructors, scorekeepers, lifeguards, chaperones, and the like. Recruits volunteers to fill these roles. Trains or arranges for training of volunteers and other staff.

**C. Oversees Program Operations:** Performs or supervises preparation of facility, such as athletic field, tennis court, basketball court, pool and the like for scheduled activity. May perform or supervise specialized grounds keeping, light carpentry, painting, etc. as needed. Coordinates with Public Works Department or other department on regular building and grounds maintenance. Opens, closes, and secures facilities for events. Monitors program activities, and ensures activities are running smoothly. Supervises volunteers and other staff in the performance of assigned tasks and checks on the completion of work. Oversees rental and registration activities and ensures accurate record keeping for program receipts. May operate or supervise operation of concession stand including setup and breakdown, cleanliness, product inventories, sales, and cash balancing. Requisitions materials and equipment and takes periodic inventory. Issues and collects recreation equipment and supplies. Makes minor repairs to recreation equipment. Coordinates programs with those of other departments and agencies. Handles complaints and problems within scope of authority and responsibility; advises Director of nature of complaint or problem and action taken; may ask Director for assistance.

## RESPONSIBILITIES AND TASKS, Cont.

**D. Carries Out Safety Procedures:** Conducts safety inspection of recreational facility and corrects safety hazards. Ensures that participants use safety equipment related to activity. Ensures that volunteers and other staff receive safety training including special training related to sport or activity assigned. May stabilize victim and perform first aid in event of accident or injury. May notify emergency medical personnel and Director. Monitors conduct of volunteers and other staff for signs of sexual abuse of vulnerable populations such as children and older adults and follows departmental procedures to prevent and report misconduct. Assists in investigating accidents and incidents.

**E. Prepares Reports and Evaluates Programs:** Maintains accurate logs and records of work performed and materials and equipment used. Collects information to determine eligibility of participants and submits reports to national sanctioning bodies. Prepares a variety of reports and other documents such as operating, activity and statistical reports. Solicits and obtains comments from program participants. Uses reports and other feedback as a tool to modify and improve programs.

**F. Performs Professional Development Activities:** With supervisor input, assesses training needs. Develops personal professional improvement plan to acquire or update knowledge and skills. Independently consults books, journal articles, internet postings and other sources for current information and emerging developments in field. Attends training programs, participates professional conferences, enrolls in college courses, etc. related to knowledge and skills needed in current assignment or for new responsibilities. Applies concepts and principles learned in job activities.

**G. Performs Related Services:** Prepares posters, signs, flyers, brochures and the like for use in marketing activities with users, donors, sponsors and community groups. Participates in the planning of new park and recreation facilities. Performs related work as required. **Note: All tasks listed under A-G above are essential job functions.**

## JOB SPECIFICATIONS

**Knowledge, Skills and Abilities:** Knowledge of principles and techniques of planning and directing group, social and recreational activities for various age groups. Knowledge of recreation program development methods and practices. Knowledge of principles and practices of managing recreational programs for community parks, community centers, aquatic centers and/or athletic facilities. Knowledge of employee policies, procedures and rules of City of Tuskegee and Recreation Department.\* Knowledge of the city street system, business, schools, and emergency facilities.\* Listening skills to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Verbal skills to convey information effectively, address small groups and supervise volunteers. Reading skills to comprehend textbooks, manuals, policies, reports and other work related documents of moderate complexity. Writing skills to prepare reports, letters memoranda, schedules, brochures, announcements procedures and related documents. Math skills to add, subtract, multiply and divide, using decimals. Computer skills to use word processing and spreadsheet programs and to access internet and use social media.. Critical thinking skills to sing logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Planning skills to efficiently make assignments and prepare schedules for designated TPR components. Leadership skills to instruct, counsel, guide and motivate volunteers and temporary employees. Skills to administer emergency first aid. Ability to establish and maintain effective working relationships with the public, other departments and City employees, law enforcement, fire and emergency medical organizations, business and community organizations. Ability to relate to and serve individuals without regard to race, color, religion, sex, or ethnicity. Ability to cooperate and work as a member of a team. Ability to perform the essential functions of the job with or without reasonable accommodation. **Note: Items above with asterisk (\*) may be taught on the job.**

**Credentials and Experience:** Hold degree from a four-year college or university with major coursework in recreation administration, physical education, leisure services or a related field **Or** Have equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above. Hold ARC CPR/First Aid Certification at basic life support level or equivalent certification\* Must hold valid Alabama Drivers License.

**Special Requirements:** Must submit to pre-employment drug screen and physical examination. Must submit to pre-employment background investigation. Must submit to drug test on reasonable suspicion of drug use. Must be willing to comply with City and Recreation Department policies and work rules. Must be willing to work during non-duty hours, holidays and weekends when necessary to achieve goals. Must be willing to travel overnight to attend and participate in meetings and activities.

## APPROVALS

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Director, Parks & Recreation      Date

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City Manager      Date