



Job Description

JOB TITLE: Recreation Coordinator		Department: Community Services - Recreation	
REPORTS TO: Assistant Recreation Director	SUPERVISES: Seasonal and Temporary Recreation Staff		FLSA STATUS: Non-Exempt
BARGAINING UNIT: None			EFFECTIVE DATE: 5-9-2017

POSITION SUMMARY

Under limited supervision, this professional position performs recreation operations and program implementation work.

JOB DUTIES OR ESSENTIAL FUNCTIONS

The essential functions of the position include, but are not limited to the following:

- Organizes and leads staff meetings to gather and disseminate information regarding ongoing programs.
- Performs or effectively recommends the hiring, transfer, suspension, discharge, assignment, and direction of work of subordinate part-time and seasonal personnel.
- Assists with the design and implementation of programming for youth, adults, and special events.
- Plans and oversees daily operations at recreation sites.
- Conducts in-service training for employees.
- Collaborates with community partners.
- Collects, organizes, and reports on data collected at various recreation sites.
- Acts as a liaison between the Park Recreation Department and various community organizations and boards.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

Education

Four-year Bachelor's Degree in Park and Recreation or related field

Experience

Two (2) years of recreation management and program development or related experience

Trainings, Certificates, and Licenses

- Possess a driver's license valid in the state of Minnesota
- Possess a First Aid/CPR and concussion certification

DESIRED QUALIFICATIONS

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

In addition to the minimum education, experience and trainings, certificates and license requirements listed above:

Experience

- Recreational programming and staff supervision experience.
- Experience operating an aquatic facility

COMPLEXITY

The overall complexity of this position is moderately high. While performing the normal duties of this job, processes, procedures, or software vary from one assignment to the next. Assignments are still related in function and objective.

RESPONSIBILITY

Supervision

Limited supervision is provided while performing the normal duties of this job.

This position has formal supervisory responsibilities as a manager in charge of an individual function.

Impact

While performing the normal duties of this job, this position's work affects the overall efficiency and image of the City.

REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hazards

While performing the duties of this job, this position:

- May occasionally climb 15 to 1500 steps, balance, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, run, push/pull 20 to 100 lbs., lift 10 to 100 lbs., carry 10 to 100 lbs., feel, smell, perform repetitive motions, and drive; frequently sit, stand, walk, finger/enter data/keystroke, talk, and hear.
- Will use close vision, far vision, depth perception, visual accommodation, color vision, and peripheral vision.
- Will use their right hand and left hand for simple handling or grasping, firm handling or grasping, and fine handling or manipulation.

Surroundings

While performing the duties of this job, this position will experience exposure to outside environmental conditions.

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.