

# Recreation Coordinator (John R. Dennis Wellness Center)

**Position Level:** Exempt

**Reports to:** Wellness Center Director

## Position Summary

Under general supervision of the Wellness Center Director, and working in conjunction with other Coordinator staff, the Recreation Coordinator is responsible for planning, overseeing, coordinating, operating, and supervising youth and adult recreation, art, wellness, and sports programs for the John R. Dennis Wellness Center. This position has an emphasis on sports and active-based recreation programs.

## Essential Job Functions (include but are not limited to)

- Oversees the development, promotion, and implementation of diversified recreation programs, services, and facilities for all ages in accordance with community needs.
- Plans, organizes, develops, schedules, and evaluates programs and facilities.
- Assists with hiring, training, supervising, scheduling, disciplining, and evaluation of part-time and seasonal personnel.
- Coordinates volunteer opportunities from the community. Recruits, trains, and supervises volunteer coaches and staff.
- Serves as a liaison for other community agencies and organizations. Performs community outreach to promote department programs, events, and facilities.
- Maintains inventory of supplies and equipment. Assists with ordering supplies and equipment for programs.
- Establishes team rosters, as well as league and tournament schedules. Enforces rules and regulations of recreation programs.
- Assists with preparation and administration of program and facility budgets. Monitors expenditures and payroll in accordance with established procedures.
- Performs necessary custodial and/or maintenance work to include, but not limited to, set up and teardown of tables, chairs, sports equipment, bleachers, and other necessary program items, as needed. May perform preventative maintenance.
- Performs all other related duties, as required or assigned.

## Education/Skills/Experience

- Bachelor's degree from an accredited college with major course work in Recreation Administration, Sports Marketing and Management, Physical Education, Education, Kinesiology, or another related field.
  - A minimum of one (1) to three (3) years' experience in sports management, recreation, programming, education, or kinesiology will be accepted in lieu of a degree.
- Exceptional human relations, oral and written communication, and interpersonal skills to include the ability to work with the public, patrons, staff, and vendors.
- Working knowledge of various computer software programs.
- Considerable knowledge of recreational and athletic programming and development. Working knowledge of the rules of a variety of sports, games, activities, and similar activities.
- Ability to work under stressful situations and utilize excellent problem-solving skills.
- Ability to prepare and administer program budget and facility budget, as well as maintain records and prepare reports.
- Ability to participate in Parks and Recreation-related activities, as well as to organize department programming.
- Ability to follow written and oral instructions.

- Ability to direct the work of others.

#### **Safety Requirements**

- Report any unsafe task or operation immediately to management prior to continuing task.
- Immediately report incidents involving injury, illness, safety hazard, or property damage.
- Comply with all company and customer OSHA, safety policies, procedures, rules, and best practices.
- Participate in safety meetings and training.
- Be constantly aware of personal safety and that of co-workers.
- Ability to use and operate common equipment to complete work duties safely and effectively.

#### **Work Schedule**

This position is based on a standard 40-hour workweek. This position follows the John R. Dennis Wellness Center policy of personal holidays and does not follow the standard City holiday policy. It is occasionally required to attend meetings and work sessions outside of normal business hours which may include client meetings, public board meetings, or team collaborations that fall outside the typical schedule. Flexibility in these situations is necessary as it contributes to our commitment to our constituent's satisfaction and project success.

#### **Working Environment**

While performing the duties of this position, the employee occasionally works near moving mechanical parts or in outdoor weather conditions. The employee is occasionally exposed to wet conditions, fumes, and caustic chemicals. Noise levels are usually low in the office setting, but moderate while working during programs.

#### **Physical Requirements**

While executing the responsibilities of this position, effective communication skills involving talking and hearing are regularly utilized. The incumbent will be required to perform job duties while sitting or standing, with proficiency in fine motor skills to complete tasks such as typing or writing. The role may involve lifting or moving items up to fifty (50) pounds. Reasonable accommodation will be provided to facilitate the comfort and participation of all applicants, irrespective of their physical challenges.

#### **Direct Reports**

Youth Sports Officials  
Adult Sports Officials  
League Managers  
Volunteer Coaches and Staff

#### **Certificates/Licenses**

Possess current CPR, First Aid, and AED certification or the ability to obtain within six (6) months upon hire is required.