

## Parks and Recreation Coordinator



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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

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### JOB SUMMARY

Provides professional work in coordinating the daily operations of the Parks and Recreation Department. Work involves planning, developing, and implementing diversified recreational programs, events, and activities suited to the needs of the participants. Responsible for the program development and management of specified programs and operations. Develops programs, events, and instructional trainings for the Department users and staff. Ensures the safety of related facilities, staff, and patrons. Work is performed under administrative supervision.

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### ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

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*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

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- Plans and coordinates the planning, organizing, implementing, and supervising of the department's programs, facilities, events, and activities for all ages.
- Assists in the development, recommendation, and implementation of goals, objectives, policies, procedures, and work standards of the Department.
- Performs duties and functions of subordinate staff, in the event they are not able to do so.
- Adheres to all state, health and safety standards and policies.
- Coordinates with staff in carrying out department-related activities, programs, and events.
- Works with volunteer groups and individuals.
- Prepares periodic reports and makes recommendations applicable to Department operations.
- Assigns, directs, and supervises duties and workloads of assigned staff, including selecting/hiring, monitoring, training, scheduling, disciplining, and performance evaluations.
- Assists in the preparation and monitoring of Department budget and related expenditures, as assigned.
- Reviews and recommends fees and charges for facilities, programs, and services.
- Prepares and maintains records and files associated with Department operations and activity programs, including program registrations, instructor contracts, facility rental leases, activity fee collection, deposit logs, employee timecards, etc.
- Ensures program flyers, brochures, newsletters, and program/event website are updated regularly.
- Responds to inquiries and concerns regarding departmental activities.
- Greets and responds to the patrons and visitors of the Parks and Recreation Department.
- Interacts and communicates with a variety of groups and individuals.

- Assists with the planning, organization, and implementation of ~~City-wide~~Citywide programs and special events.
- Maintains and oversees sensitive documents and programs for the Department.
- Inspects and replenishes safety or program equipment as needed.
- Performs public relations functions between the City, agencies, and advisory groups.
- Serves as a member or liaison to various committees and advisory boards. Attends meetings and conferences; represents the City to the public on department-related matters.
- Works a variable schedule outside of standard business hours, including morning, evening, weekends, and holidays.
- Attends and continues professional trainings and conferences to further education and be up-to-date with industry trends.
- Collects fees for programs, facilities, and events.
- Assists in soliciting and collecting donations/sponsorship for the Department.
- Assist in emergency management preparations and operations.
- Maintains records of work performed.
- Performs other duties as directed.

### QUALIFICATIONS

#### **Education and Experience:**

~~Bachelor's Associates'~~ degree or equivalent. ~~A minimum of t~~A minimum of three to five (3—5) years of experience in a related field; or an equivalent combination of education, training, and experience. ~~A M~~A minimum of one - two (1—2) years supervisory experience ~~required. Preferably in the~~ Parks and Recreation or related field is preferred.

Additional qualifying experience or completion of coursework at an accredited college or university in a job-related field may substitute on a year-for-year basis for one year of the required experience or education. Possess or be able to obtain a valid State of Florida driver's license by the date of hire.~~Must have a valid state of Florida driver license.~~

Must be able to obtain First Aid and CPR Certification within six (6) months of employment.

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

#### Parks and Recreation Coordinator—Active Adults

~~Must be able to obtain Commercial Driver License (CDL) with passenger endorsement~~

~~Food Handler Certification within initial six (6) months of employment~~

#### Parks and Recreation Coordinator—Aquatics

~~Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO)~~

~~Pool Operations and Maintenance experience~~

~~Lifeguard Certified~~

~~Water Safety Instructor (WSI)~~

~~Water Safety Instructor Trainer Certification (Preferred)~~

#### **Knowledge, Skills, and Abilities:**

- Knowledge ~~in~~of Microsoft Office Products (Word, Outlook, Excel, etc.).
- Knowledge in Recreation Computer Software.
- Knowledge of budget operations.
- Knowledge of Safety Regulations.
- Knowledge of Parks and Recreation fundamentals for diverse participants.
- Skill in providing excellent customer service.
- Ability to direct and supervise subordinates in the Parks and Recreation Department.
- Ability to work indoors and outdoors for extended periods ~~of time~~, especially during Special Events.
- Ability to multi-task while working with tight deadlines and shifting priorities.
- Ability to communicate effectively in written and oral form with various groups.
- Ability to maintain records and prepare reports on a timely basis.
- Ability to organize work for timely completion.
- Ability to work with minimal supervision and with a team.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to work a flexible work schedule, including evenings, weekends, and holidays.

### PHYSICAL/MENTAL DEMANDS

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve some lifting, carrying, pushing, or pulling ~~of~~ objects and materials of light to moderate weight ~~(10–50 pounds)~~.

### WORKING CONDITIONS

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Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, chemicals, oils, and other substances.

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