

**COOPER CITY, FLORIDA  
CLASS DESCRIPTION**

**CLASSIFICATION TITLE: PARKS AND RECREATION COORDINATOR**

**GENERAL DESCRIPTION OF DUTIES**

Provides assistance in coordinating the daily operations at City parks and recreational facilities. Work involves planning, developing, and implementing diversified recreational programs, events and activities suited to the needs of the patrons and potential patrons. Performs work under general supervision.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

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.

- Plans, coordinates, implements, and supervises programs, classes, and special events to include seasonal programs such as aquatics programs and summer camps at facilities.
- Assigns and supervises duties and workloads of assigned staff and volunteers including selecting/hiring, monitoring, training, scheduling, disciplining and performance evaluation processes.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards of Department, staff and facilities.
- Assists in the administration and monitoring of Department budget and related expenditures.
- Prepares and maintains records and files associated with facility operations and activity programs including program registrations, instructor contracts, facility rental leases, activity fee collection, deposit logs, employee timecards, etc.
- Ensures instructor contracts and facility rental leases contain all pertinent and accurate details, verifies signatures, dates, fees and associated schedules; approves and submits to appropriate City department / submits for final processing and record keeping.
- Responsible for recurring and non-routine facility event scheduling; retains appropriate space for class programs and activities while maintaining the City's commitment to potential facility renters' needs.
- Creates digital and printed program flyers, brochures, newsletters and program/event website updates.
- Responds to telephone and email inquiries and concerns regarding departmental activities.
- Greets patrons and visitors to the facility; interacts and communicates with a variety of groups and individuals.
- Oversees the maintenance and safety of the Parks and Recreation facilities and reports deficiencies; assists with the maintenance and cleanliness of the facilities and equipment.

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- Works with appropriate City management staff to ensure preventative maintenance and improvements as needed.
- Maintains supply and equipment inventory of facilities.
- Assists with the planning, organization and implementation of City-wide programs and special events.
- Serves as a member or liaison to various committees and/or advisory boards.
- Works a variable schedule outside of standard business hours, including morning, evening and weekends.
- Performs related duties as required.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of budget development and accounting practices and administrative policies associated with budget administration.
- Knowledge of CPR and first aid practices and principles.
- Knowledge of safety rules and procedures.
- Skill in the use and operation of modern office equipment and technologies, including but not limited to desktops, laptops, tablets, the Microsoft Office software package and departmental specific applications and digital tools
- Ability to coordinate the work of and supervise subordinates in the operation of the Parks and Recreation facilities.
- Ability to communicate effectively in written and oral form with patrons, employees, and the general public.
- Ability to maintain records and to prepare reports on a timely basis.
- Ability to establish and maintain cooperative working relationships with City staff and the general public.

### **EDUCATION & EXPERIENCE**

Graduation from a four-year college or university with major coursework in parks and recreation, public or business administration or related field; and five years or more progressively responsible experience in facility management or parks and recreation management, including at least one (1) year of combined supervisory and administrative experience; or an equivalent combination of relevant education and training and experience sufficient to successfully perform the essential duties of the job.

Must obtain first aid and CPR certifications within six (6) months of hire

Certified Leisure Professional preferred.

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**PHYSICAL REQUIREMENTS**

Must possess mobility to work in an office setting as well as the ability to work outdoors in a variety of weather and temperature conditions. Tasks may involve extended periods of time at a keyboard or computer station. Tasks may involve the ability to exert physical effort which may involve lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10-40 pounds).; Tasks require mobility which may involve bending, kneeling, climbing, crawling, stooping.

**Acknowledgement:**

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.