



Memorandum

To: Mayor and City Council
From: Kay Okey, Parks & Recreation Director

Date: 6/28/22

Authorization to begin hiring process for Recreation Program Coordinator

Action To be Considered:

As you know, Jamie Cassidy, one of the Program Coordinators, is leaving Spring Lake Park, which leaves us with a position opening. I am requesting permission to fill this vacancy by beginning the review process.

Attached is the job description and qualifications for the position of Recreation Program Coordinator.

Respectfully submitted,

Kay Okey
Director of Parks and Recreation

Parks & Recreation Supervisor

General Definition of Work

FLSA Status: *Exempt*

Performs work planning, developing, and implementing a comprehensive recreation programming, supervising a variety of youth through adult programs, developing and maintaining public relations materials, and related work as apparent or assigned.

Work is performed under the supervision of the Parks & Recreation Director. Oversight is exercised over Contract Instructors and Support Staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- **Sports Programming:**
 - Plans, implements, evaluates, records, youth and adult sports.
 - Plans, implements, evaluates, and leads youth summer programs and field trips and hires staff.
 - Plans, implements, and evaluates individual recreation activities including classes and special events for youth, adults, families, and senior citizens.
 - Monitors and organizes outdoor activities.
 - Develops, creates, and publishes program flyers, department newsletter, department catalog, and other media.
 - Registers participants both in person and on phone for recreation programs.
 - Coordinates special events such as Craft and Business Fair for Tower Days, Easter Egg Hunt, and other community events.
- **Tour Programming:**
 - Plans, implements, evaluates, records, and leads extended tours.
 - Plans, implements, evaluates, and leads day trips.
 - Plans, implements, and evaluates individual recreation activities including classes and special events for youth, adults, families, and senior citizens.
 - Monitors and organizes adult social clubs such as walking, cards, bingo, book
 - Develops, creates, and publishes program flyers, department newsletter, department catalog, and other media.
 - Registers participants both in person and on phone for recreation programs.
 - Coordinates special events such as parades for Tower Days and summer music service.

Knowledge, Skills and Abilities

Thorough knowledge of the operation of a recreation facility; thorough knowledge of games, indoor and outdoor athletics and related rules and regulations; general knowledge of the principles and practices of recreation planning, programming, and operations.

Ability to maintain order in a public facility; ability to plan and supervise the work of others; ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with participants, associates, and the general public.