



RECREATION COORDINATOR JOB DESCRIPTION

POSITION IDENTIFICATION

Position Title: Recreation Coordinator

Department: Recreation

Division: Recreation

Workweek: Monday-Friday (8:00am to 5:00pm), Flexible. Some nights and weekends will be required.

Pay: \$32,240 Annually salary with city benefit package. 2% increase pending a satisfactory 6-month probationary period.

SUPERVISORY RELATIONSHIPS

Reports to: Recreation Director

Directly Supervises: Part-time seasonal staff

POSITION PURPOSE

The Recreation Coordinator performs work of considerable difficulty in planning, organizing, promoting, scheduling and supervising recreation and aquatic programming. Performs related work as required. This is a part-time position with a flexible schedule with some evening and weekend work.

ESSENTIAL DUTIES

- Recruit, select, train, supervise and evaluate program personnel for community recreation programs, activities, special events and the operation and maintenance of Pirates' Hollow Community Water Park and concessions operations.
- Assist in the coordination of recreation services.
- Responsible for coordination of various recreation programs including (but not limited to) the summer park program, youth sports programs, and adult leagues.
- Assist with marketing for the department, as well update and monitor the website and social media outlets.
- Assist in development of the bi-annual activity guide.
- Help with all special events.
- Investigates and responds to citizen complaints and requests.
- Makes on-site visits as necessary to ensure good continuity and conduct of programs.
- Arranges and prepares facility use request forms for School District facilities
- Recommends and maintains highest standard of safety in conduct of programs and activities through the development and supervision of facility and program rules, regulations, safety procedures and staff training.
- Keeps current on the latest in program design and technique for aquatic and recreational programs.
- Arranges for the provision of necessary program supplies and materials. Collects, inventories and stores materials at conclusion of programs.

OTHER DUTIES

Perform other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education: Graduation from an accredited college or university with a bachelor's degree in recreation, leisure services, physical education, or a related field preferred.

Experience: One year of progressively responsible experience in recreation and office operations.

Certifications/Licenses: CPR/AED/First Aid and Licensed Food Manager or able to obtain within 6 months of employment. Valid and unrestricted Wisconsin driver's license.

Other Preferred Requirements: Lifeguard Instructor (LGI), Water Safety Instructor (WSI), Babysitting Instructor Certifications.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation programming planning/coordinating, part-time staff management and organized office operations skills required.

BACKGROUND CHECK and DRUG TEST - Condition of Employment

WORKING CONDITIONS

Physical Effort: Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; sitting, walking or standing for prolonged periods of time; repeated bending; general manual dexterity

Working Conditions: Indoor and outdoor recreational facilities; exposure to heat, cold, potentially hazardous chemicals, toxic materials; work in water; work on slippery or uneven surfaces.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing organizational needs.