

KETTERING RECREATION COMPLEX
FACILITY COORDINATOR
(Regular Full-time)

GENERAL STATEMENT OF DUTIES

Responsible for the overall supervision of the Kettering Recreation Complex (KRC) and Charles I. Lathrem Senior Center (CIL) while on duty.

EXAMPLE OF DUTIES (Illustrative Only)

Responsible for security of the day's money (start-up and closing out);

Responsible for supervision of the KRC programs and employees while on duty;

Maintains accurate records and reports (incident, accident, emergency);

Responsible for opening, set-ups, tear-downs, closing and securing the KRC/CIL;

Responsible for keeping abreast of and informing staff of all City of Kettering Parks, Recreation and Cultural Arts Department activities and programs;

Follows through and enforces all policies and procedures established by the City of Kettering Parks, Recreation and Cultural Arts Department;

Handles, with good judgment, all grievances and/or disciplinary cases involving KRC and CIL patrons;

Responsible for the scheduling of Information Desk (KRC/CIL) and administration of job duties;

Assists in KRC/CIL marketing strategies;

Responsible for activating and carrying out the KRC/CIL Emergency Action Plan according to training

Supports the facilitation of new programs and special events;

Facilitates communication between front desk staff and program staff;

Assists in the implementation of strategic plans pertinent to the KRC/CIL;

Assists in the development of the KRC/CIL's budget and the cost effectiveness of the operation;

Attends all KRC/CIL staff meetings;

Assists in supervising, training and evaluating the work of KRC/CIL staff members;

Informs supervisors of any suggestions and ideas that could better the operation of the KRC/CIL facility;

Responsible for assisting all Information and Check-in desks as necessary;

Booking and overseeing rental groups at the KRC and CIL;

Regular and predictable on-site attendance required;

Carries out any assigned responsibilities relating to the City of Kettering Parks, Recreation and Cultural Arts Department as directed by the Facility Manager, Superintendent or Director.

QUALIFICATIONS

Considerable knowledge of the operation of the KRC/CIL, or similar recreation facility. Knowledge of the methods, materials, tools and practices used in the operation and maintenance of the KRC/CIL, or a similar recreation facility. Ability to maintain records and to prepare and present reports. Ability to direct and supervise staff and to maintain a positive working relationship with them for the efficient operation of the KRC/CIL facility. Ability to promote and motivate the general public's interest in the services offered by the Parks, Recreation and Cultural Arts Department. Considerable knowledge of the KRC/CIL in relationship with the administrative function of the department. Ability to exercise good judgment and function within broad guidelines with a minimum of direction. Ability to assist and evaluate the work of subordinates. Ability to present ideas and recommendations in a clear and concise manner both orally and in writing.

Approved: MBOWD

Date: 8/13/21