

RECREATION COORDINATOR

Part-time
FLSA Status: Non-Exempt

General Statement of Duties

Performs responsible paraprofessional work assisting with a variety of youth programs, special events, recreation programs and activities in a recreation center or similar facility; does related work as required. Work is performed under regular supervision of the Program Supervisor or Parks and Recreation Director.

Distinguishing Features of the Class

This is a part time position not eligible for benefits. This position requires flexibility to work evenings, weekends and holidays. Hours of work will vary depending on scheduling of recreation programs, rentals and events.

Duties and Responsibilities

Under the direction of the Program Supervisor, the Recreation Coordinator will help in planning, organizing and supervising a wide variety of Town sponsored programs. This position will implement, facilitate and provide direct oversight to the After School and Summer Day Camp. In addition, the Recreation Coordinator will help with set-up, break down and general execution of various programs and events of our Town parks and recreation.

Essential Duties and Tasks

- Assists with the daily operation and services at a recreation center; planning and supervising special events, activities and participants; and assisting with facility reservations and program registrations; preparing and maintaining records and files.
- Assists in organizing and supervising general and special recreational and leisure time programs and activities at the recreation center. Plan, organize, and supervise a variety of youth programs within the Parks and Recreation Department.
- Assists with daily operation of classes and activities.
- Assists in coordinating center activities in the areas of arts and crafts, summer, after school, educational and informational and athletic programs.
- Responsible for driving town bus/van for programming needs.
- Prepares and maintains reservation and attendance records and reports and other regular and special records and reports.
- Supervises the daily maintenance and security of the center, facilities, and equipment; reports damages and losses.
- Plans and supervises special recreational events in a variety of program areas.
- Provides information to participants and citizens concerning any upcoming activities.

** (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.) I moved this to the bottom, it was in the middle of the duties/tasks

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Knowledge of principles and practices of afterschool programming, summer camp and/or recreational programming including instructing groups of children, teens and adults.
- Knowledge of special skills areas such as games, arts & crafts and sports.
- Ability to organize and lead group games, activities and classes.
- Ability to supervise and maintain a large group of participants.
- Excellent customer service skills; verbal and written communication skills.
- Time management skills and the ability to multitask in a fast paced environment.
- Dependability accompanied by a strong professional demeanor, attention to detail and exceptional organizational skills.
- Experience with driving a 10-12 passenger van

Desirable Education and Experience

- High school diploma or course work in recreation, child development, or any related field/course work.
- Minimum of 1 year experience or any combination of education, training, and experience in related to youth programming, parks and recreation, education, early childhood, or other relevant experience in the field.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or 10 pounds of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to inspect activities and facilities for cleanliness and safety; prepare and analyze data, operate a computer, utilize measuring devices, and operate a motor vehicle.

Possession of a valid NC Driver's License required.

Special Requirement

- Requires possession of a valid North Carolina driver's license.
- Possess CPR/First aid certification or willing to obtain.