



RECREATION COORDINATOR

EXEMPT:	No	DEPARTMENT:	Parks & Recreation
REPORTS TO:	Parks & Recreation Director	PAY RANGE:	\$16.00-\$20.00 Hourly

Job Summary: This position will provide overall management of adult and youth city recreation programs and facilities. This position is responsible for scheduling, supervising, and other tasks at hand.

Essential Duties and Responsibilities:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City retains the right to modify or change the duties or essential functions of the job at any time.

- Oversight of planning, budgeting, organizing, marketing, coordinating, and supervising all recreation programs and facilities.
- Participate in selecting, training, supervising, and evaluating; officials, umpires, scorekeepers, coaches, and volunteers.
- Responsible for the development and implementation of the program's budget
- This position orders equipment and uniforms
- Must be able to work with computer applications and programs.
- This position may be rotated or transferred to other facilities and/or assignments based on City's needs.
- Responsible for more than one assignment area and/or recreation activities at a time
- Maintains facilities including; parks, pool playground, recreation centers, and others as requested or assigned.
- Safely lift, carry, and transport equipment and materials up to 50 pounds.
- Moves, set up, and removes equipment.

Other Duties and Responsibilities:

- Performs other related duties and special projects as assigned.

Reporting Relationships:

This Position Reports to: Parks and Recreation Director.

This Position Supervises: None.

Experience and Training:

Minimum Education: High school diploma or GED equivalent.

Work Experience in Positions Similar or Related to This Job: Minimum of one year of progressively responsible experience in a directly related field.

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Other Qualifications: May require First Aid and CPR certifications. The position is subject to pre-hire, random drug tests, and pre-employment background check.

Knowledge, Skills and Abilities:

- Basic knowledge of all major sports.
- Skills in the development of program objectives and goals, budgeting procedures, and the use of computers.
- Knowledge of first aid and necessary safety precautions.
- Must have the ability to work with school administrators regarding recreation programs and activities on school sites.
- Coordinate scheduling and reservation of facilities
- Basic knowledge of equipment and facility operations

To apply please scan the QR Code:



PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Frequency Guide			
Rarely (R)	Occasionally (O)	Frequently (F)	Constantly (C)
Less than - 5%	6 – 30%	31% - 70%	Over 70%
Physical Task	Frequency	Physical Surroundings	Frequency
Sitting	F	Extreme Temperatures	O
Standing	F	Inside Work	F
Walking	F	Outside Work	F
Running	F	Walking on uneven surfaces	O
Stooping	F	Working at height	O
Kneeling	F	Other:	
Squatting	F		
Climbing	F	Environmental Conditions	
Balancing	F	Exposure to Chemicals	F
Reaching	F	Exposure to Gases/Fumes/Dust	F
Grasping	C	High Noise Levels	O
Fingering	C	Moderate Noise Levels	F
Handling	C	Vibrations	O
Visual Acuity: Near	F	Light/Power Equipment Ops	O
Visual Acuity Far	F	Heavy Equipment Operation	O
Depth Perception	F	Work in Traffic	F
Color Discrimination	F	Local Travel	F
Peripheral Vision	F	Out of Town Travel	R
Talking	C	Other:	
Hearing	C		
Other:		Weight of Objects Moved	
		Over 100 pounds	O
		Over 50 Pounds	F
		Over 10 pounds	F

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date