



Job Description

Recreation Coordinator

Pay Grade: G10

Employment Status: Full-Time

FLSA Status: Exempt or Non-Exempt

Experience Required: Minimum five (5) years of experience working in a related field.

Minimum Education Requirements: Bachelor's Degree in Recreation Management or related field.

Department: Recreation.

Direct Supervisor: Recreation Director.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting and outdoors.

Certification: Valid State of Florida driver's license.

Job Summary: Assists in the planning and directing of departmental activities and coordinating all aspects of recreation youth and adult sports leagues.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan and coordinate recreation programs, including city planned events.
- Help prepare and manage the operating and capital improvement budgets.
- Monitor revenues and expenditures in assigned area to assure sound fiscal control.
- Requisition material, equipment, and supplies and process payment for services.
- Select, train, schedule, supervise, and evaluate subordinates.
- Deal with personnel issues i.e. grievances, complaints, payroll, leave etc.
- Perform administrative duties such as scheduling recreation programs and prepare oral and written reports.
- Oversees various administrative functions such as payroll, purchases, fixed assets etc.
- Perform and coordinate maintenance and upkeep of facilities.
- Develop various systems for the Department revenue accounts system.
- Evaluate programs and cost effectiveness of operations.
- Communicate with civic associates, youth, community groups, and the general public.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Fundamentals of recreation, types of material, equipment and facilities needed to carry out planned programs and activities.
- Team scheduling and sport event organization.
- City's functions, policies, and procedures.



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Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Planning, organizing, and implementing special activities.
- Follow and relay oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Input and retrieve information from a computer.
- Maintain records and prepare oral and written reports.
- Instruct youth and adults in sports and recreation activities.
- Work effectively with difficult individuals and various age groups in specialty areas.
- Effectively schedule and supervise subordinates.
- Works outside in various weather conditions.

Physical Demands

The work is light work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The following physical abilities are required:

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date