



## **SENIOR RECREATION COORDINATOR**

Department: **Community Services - Recreation**      Class Code: **17**  
Reports to: **Community Services Manager**      FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under the general direction of the Community Services Manager, the Senior Recreation Coordinator is a working supervisor responsible for supervising, planning, and coordinating Recreation Staff and events as well as the Aquatics Staff, facility and programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides supervision and coordination of Aquatics and Recreation staff; prepares work schedules and prioritizes work; assigns daily work tasks to Aquatics and Recreation Staff; ensures the timely completion of work; documents daily work activities.
- Monitors Recreation department budget and provide assistance in development of annual budgets; performs bookkeeping; maintains files and records; makes deposits; processes facility reservations; performs staff scheduling.
- Work independently and be responsible for overseeing activities at Town Parks and Recreation facilities. Includes setup and take down at Parks and Recreation facilities for special events, including weekends, holidays and evenings.
- Develops and implements and administers a Parks, Recreation and Aquatics event and program advertising strategy; Develop and implement and administer a public communication program, including the preparation of letters, news releases, radio press releases and social media.
- Ensure compliance and regularly monitors the aquatic facility. Develop, implement and administer Aquatic and Recreation programs.
- Develops and submits event and program efficiency evaluation reports.
- Develops, negotiates and recommends contracts, leases and permits for parks and recreation facilities; monitors private and corporate sponsorships for the Aquatics and Recreation Department.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved. Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Create all printed materials and information regarding events and activities for the public.
- Performs related duties as required or assigned.

# JOB DESCRIPTION

# Senior Recreation Coordinator

## MINIMUM QUALIFICATIONS:

### Education and Experience:

Bachelor’s degree in Recreation Management or a closely related field and two years of experience working in a supervisory capacity or an equivalent combination of education, training and experience.

### Required Licenses or Certifications:

- Certified Pool Operator within 6 months of hire
- Certified Parks and Recreation Professional (CPRP) within 6 months of hire
- Possession of a valid driver’s license.

### Required Knowledge of:

- Principles and practices of administrative management
- Principles and practices of effective employee supervision.
- Principles and practices of recreation/aquatic planning and programming.
- Principles and practices of project management.
- Laws and regulations governing recreation/aquatic programs and activities.
- Uses and applications of personal computers and various software applications.

### Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Provide a high level of customer service.
- Conduct research.
- Coach, supervise and train employees.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

### Physical Demands / Work Environment:

- Work is performed primarily in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds.
- Frequently required to sit, stand, run, reach with hands, feet and arms, talk, and hear.
- Specific vision abilities required by this job include distance and close vision.

*Core values: Integrity, Teamwork, Respectful Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		2/13/2018	Updated			
		07/2019		17	Non-exempt	
		6/2022	Updated			

APPROVED: Human Resources

DATE: 6/09/2022