

**VALDOSTA -LOWNDES COUNTY PARKS AND RECREATION AUTHORITY
JOB DESCRIPTION**

**JOB TITLE: RECREATION COORDINATOR II
MILDRED HUNTER COMMUNITY CENTER DEPARTMENT**

GENERAL DESCRIPTION OF DUTIES

Under general supervision, performs supervisory and recreational work in supervising and implementing a comprehensive sports program for the organization. Work involves planning, coordinating, and supervising youth athletic programs, weekend tournaments, and special events; training and supervising personnel for other programs and performing duties of personnel in their absence; requisitioning supplies and reimbursing expenses; purchasing supplies and equipment for Youth Athletic Programs; scheduling the use of athletic facilities for outside groups; writing and submitting monthly reports to the Mildred Hunter Center Coordinator; and addressing inquiries regarding athletic programs by telephone or in person if needed. Reports to the Mildred Hunter Center Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

Planning, organizing, budgeting, and coordinating all athletic programs, some weekend tournaments and special events.

Coordinate all apparel and equipment issuing for youth football and basketball program.

Formulate and implement equipment policies and procedures, including the issuing of equipment, inventory controls, storeroom access and usage, and equipment security.

Meet with supervisor to determine equipment and apparel needs, research new innovations and upgrades, and negotiate the purchase of new equipment and apparel.

Will oversee the equipment fitting program to ensure athlete safety.

Trains personnel (recreation assistants and scorekeepers) for athletic programs; performs duties of personnel in their absence.

Requisitions supplies, part-time employees and reimbursements for maintenance expenses, purchases all supplies and equipment for recreation programs.

Schedules the use of recreation facilities for outside groups.

Plans, implements, administers, monitors, and evaluates recreation and leisure events, programs, activities, and services in assigned program areas.

Maintains a current and accurate assessment of interest and needs of participants in the community.

Acts as timeclock supervisor for all subordinate staff and ensures that accurate signed timesheets for all such staff are turned into the Fiscal Coordinator by set deadlines for payroll.

Monitors program registration for accuracy; handles fee collection and receipting as needed.

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Takes appropriate steps to ensure the safety of all program and event participants.

Conducts coaches meetings and ensures coaches understand all rules.

Creates and distributes game schedules.

Coordinates athletic activities and programs with other departments, agencies, and organizations as appropriate.

Represents VLPRA on a professional level with the public, affiliated agencies, and groups.

Receives and responds to public inquiries, requests for assistance, and complaints regarding VLPRA programs and activities.

Solicits and maintains relationships with sponsors. Communicates event schedules to Parks Department to ensure field maintenance crews are aware of all games and practices.

Receives and/or reviews various records and reports including athletic registrations, instructions from management, feedback from community and participants, and policies and procedures.

Receives, reviews, prepares, and/or processes a variety of documents including but not limited to program schedules, proposals, activity guide information, check requests, refund requests, purchase orders, charts, rosters, coaches' manuals, brochure information, work schedules, equipment/uniform order, and various other records.

Refers to policies, procedures, directives, league governing rules, handbooks, etc.

Maintains verbal, communication, and human relations skills for public relations. Reviews literature and stays abreast of trends in sports activities.

Operates a vehicle and a variety of equipment and machinery such as park liner, computer, printer, telephone, etc.

Uses a variety of tools such as basic tools, electric air pump, stapler, standard office tools, etc.; a variety of supplies such as paper supplies, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, Internet Explorer, Microsoft Outlook, Microsoft Publisher, etc.

ADDITIONAL JOB FUNCTIONS

Answers the telephone; fills in when someone is absent; monitors computer laboratory; opens when needed; assists with events when needed.

Assists with concessions and scorekeeping.

Performs various administrative tasks as required, including preparing reports and correspondence, entering and retrieving computer data, copying and filing documents, reviewing professional journals, returning telephone calls, attending and conducting meetings, answering the telephone, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

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Requires a Bachelor's Degree in Parks and Recreation, Sports Management/Administration or a closely related field; minimum 3 years' experience in recreation/sports programming, college or professional athletic equipment operations and administration, facility operations, and league management; proven public relations & marketing skills; ability to maintain website and promote programs and events through social media; good planning and organizational skills; Athletic Equipment Manager's Association Certification (A.E.M.A) will be a plus but not required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers and volunteers and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, safety and equipment manuals, etc. Requires the ability to prepare reports, records, correspondence, schedules, publicity materials, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in providing staff leadership; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; and to counsel and teach employees. Must be able to communicate effectively and efficiently with persons of varying educational/cultural backgrounds and in a variety of technical and/or professional languages.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and specialized machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Work: Has thorough knowledge of the methods, policies, and procedures of the Youth Sports Department as they pertain to the performance of duties of the Recreation Coordinator II. Has knowledge of the functions and interrelationships of the organization and other governmental agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of the standards, principles, practices, rules and procedures of organized competitive sports programs. Has considerable knowledge of the philosophy and objectives of public recreation. Has general knowledge of various recreation facilities, materials and equipment and their uses and maintenance requirements. Has general knowledge of the principles of program organization, and administration. Has general knowledge of the current literature, trends, and development in the field of athletics. Is able to direct, coordinate and supervise sports programs and events. Is able to exercise independent judgment in the application of program and game rules and procedures. Is able to use common office machines, including popular computer-driven word processing and file maintenance programs. Is able to plan, assign, and supervise the work of coaches and officials. Is able to gather and analyze information from a variety of sources, and prepare clear and concise reports from information. Is able to compose effective correspondence. Is able to communicate effectively orally and in writing. Is able to establish rapport, understanding and confidence with participants and the general public. Is able to make oral presentations before large groups of people. Is able to exercise tact and courtesy in frequent contact with public officials, business persons, and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor

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communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

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Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.