

POSITION DESCRIPTION

TITLE: Activities Coordinator, Parks & Recreation

CLASSIFICATION: Coordinator

GRADE/ SALARY RANGE: 17-1; \$34,733-\$43,377

SUPERVISED BY: Park Director/ Assistant Park Director

FUNCTIONS AND RESPONSIBILITIES

The primary responsibility of this position is overseeing the Summer Day Camp, Schools Out, Parent Night Out, and other youth programs. Additional duties include program and operational support for youth and adult sports, special events and activities, and aquatics.

1. Youth Childcare Programs (50%)

a. Planning

- i. Plans summer and other childcare camps (school day/parent night out)
- ii. Schedules staff, field trips, craft times, and other daily activities
- iii. Completes pre-registration clerical duties related to childcare programs

b. Execution

- i. Completes invoicing/cash handling for childcare programs
- ii. Directs seasonal site managers in implementation of daily schedules
- iii. Communicates with staff, parents, and administration

c. Reporting

- i. Completes required daily, weekly, and end of program reports
- ii. Completes all necessary state reporting paperwork
- iii. Completes post program evaluations and makes recommendations as needed

2. Adult and Youth Sports (20%)

- a. Assists program coordinators with planning, executing, and reporting for current and future programs
- b. Develops and implements new programs
- c. Creates Relevant SOP or program guides for program consistency

3. Special Events and Activities (15%)

- a. Assists program coordinators with planning, executing, and reporting for current and future programs
- b. Develops, proposes, and implements new programs
- c. Creates Relevant SOP or program guides for program consistency

4. Aquatics (15%)

- a. Assists program coordinators with planning, executing, and reporting for current and future programs
- b. Develops and implements new programs
- c. Creates Relevant SOP or program guides for program consistency
- d. Assists with seasonal operations such as facility winter/de-winterizing

5. Other Duties As Required

- a. Research, develop and implement new procedures to improve overall operations and efficiency of the Willard Parks Department.
- b. Writing and proofreading creative copy.
- c. Solicitation of partnerships with surrounding community organizations for promotion and other programming.

MINIMUM REQUIREMENTS

** Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Strong interpersonal skills
- 2) Strong oral and written communications skills
- 3) Numeracy and analytical ability
- 4) Creativity, imagination, and resourcefulness
- 5) Teamwork
- 6) Organizational ability
- 7) Ability to utilize multiple software programs including Microsoft Office, scheduling software, etc.
- 8) Drive and ambition
- 9) Problem solving and conflict resolution
- 10) Ability to manage/organize multiple projects and tasks simultaneously
- 11) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 12) Ability to establish and maintain effective working relationships with employees, community leaders, city officials, and public officers
- 13) High school graduate or equivalent GED, Bachelor's degree in Recreation Administration, Elementary Education Child Development or related field preferred

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic, and ability to work without supervision
- 4) Position may require work outside the regularly scheduled program hours

BENEFITS

In addition to the city benefits package that includes paid sick leave, vacation, employer provided healthcare, and LAGERS retirement eligibility, this position provides the opportunity for employer paid trainings, certifications, and growth opportunities. Additionally, the ideal candidate will flourish in an environment that supports creativity, new ideas, and program development.