



<b>DATE</b>	October 2022
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Recreation Coordinator  
 DEPARTMENT/DIVISION: Parks & Recreation  
 REPORTS TO: Recreation Supervisor

**SUMMARY:** Responsible for the development, implementation, and evaluation of recreational programs, facility operations, and events in alignment with department business plan. Ensure availability of equipment, facilities, supplies, and availability of staff or volunteers to monitor the activities. Assists in the development and progress of assigned lines of business and department business plan. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Oversees the development, promotion, and implementation of a diversified recreation programs and services for all ages in accordance with community needs;
- Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate.
- Prepares reports, correspondents, and budget estimates for assigned programs.
- Assists supervisor with budget development and management.
- Prepares written documents, statistical reports, work orders, time sheets, schedules, brochures, calendars, program rosters, etc.
- Provides front counter assistance and customer service to the general public, which includes: handling cash, answering telephones, reconciling the cash register and receipts, registering customers for trips and programs, and/or performing other related activities.
- Schedules use of recreation facilities and buildings through recreation software.
- Work independently and be responsible for overseeing programs at designated locations.
- Performs routine facility maintenance and logistics, including but not limited to, the setup, tear down of tables, chairs, equipment, and supplies.
- Works special events and weekends as needed.
- Performs other duties as assigned.

**POSITION SPECIFIC JOB FUNCTIONS:**

Recreation Coordinator – Athletics (2 positions)

- Responsible for the planning, implementation, and evaluation of youth and adult athletic program and leagues, and health and wellness programs. Programs may include, but not be limited to, basketball, volleyball, flag football, track and field, and softball. Responsible for the administration of instructor contracts in assigned areas.
- Schedules games, practices, and tournaments, creates team rosters, generates reports, and uploads data utilizing league software.
- Athletics Job Specific Working Conditions  
 - Nights and weekends for leagues and tournaments are required as needed.

#### Recreation Coordinator – Cultural Arts

- Responsible for the planning, implementation, and evaluation of community and cultural arts programs and facility displays. Responsible for developing and maintaining standards for public arts within the Carrollton community. Responsible for the curation of A.W. Perry Museum artifacts. Responsible for the administration of instructor contracts in assigned areas.
- Cultural Arts Job Specific Preferences:
  - Background within cultural arts and/or community mural projects.
- Knowledge of handling artifacts.

#### Recreation Coordinator – Education & Outdoor Recreation

- Responsible for performing activities related to planning, implantation, and evaluation of education and outdoor recreation programs or events. Responsible for the administration of instructor contracts in assigned areas.

#### Recreation Coordinator – Facility Operations

- Responsible for performing activities related to facility operations including customer service, facility monitoring, front desk coverage, birthday parties, and facility and park rentals.
- Facility Operations Job Specific Working Conditions
  - Hours for position are 10:30am-7:30pm M-F with rotational Saturday shifts.

#### Recreation Coordinator – Senior Programs

- Responsible for the planning, implementation, and evaluation of senior programs and trips based primarily out of the Carrollton Senior Center. Responsible for coordinating contracts with travel companies and contract instructors. Hands on assistance with customers registration process and any requirements for scheduled trips. Must be a servant leader to all senior customers. Responsible for the administration of instructor contracts in assigned areas.
- Senior Program Job Specific Preferences:
  - Previous travel experience.
  - Previous experience working with travel companies.
- Senior Program Job Specific Working Conditions
  - Domestic and international travel via bus, planes, and trains.

#### Recreation Coordinator – Senior & Adaptive Programs

- Responsible for performing activities related to planning, implementation, and evaluation of senior and adaptive programs. Serves as the department liaison for special accommodations in all programs and events. Responsible for the administration of instructor contracts in assigned areas.
- Senior & Adaptive Programs Specific Requirements:

- Certified Therapeutic Recreation Specialist
- Previous travel experience.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Serves as a lead to Recreation Attendants and Recreation Instructors.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of recreational or leisure trip programming and operations in assigned area of responsibility;
- Knowledge of modern office equipment;
- Knowledge of trip marketing theories, principles, and practices;
- Knowledge of applicable age-appropriate trips and materials;
- Knowledge of community demographics;
- Knowledge of applicable Federal, State, and Local laws, codes, regulations, policies, rules, and regulations as well as travel laws for other countries.
- Skilled in prioritizing and assigning work to lower level staff and volunteers;
- Skilled in performing bookkeeping activities;
- Skilled in developing and monitoring budgets;
- Skilled in exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations;
- Skilled in scheduling trips and events;
- Skilled in overseeing recreation trip sites and equipment;
- Skilled in planning, developing, supervising, and managing trips and/or events;
- Skilled in evaluating trip effectiveness;
- Skilled in preparing and maintaining records and reports;
- Skilled in interpreting and explaining policies and procedures;
- Skilled in handling cash;
- Skilled in mediating conflict;
- Skilled in coordinating and monitoring the work of volunteers; Skilled in providing customer service;
- Skilled in operating a computer and related software applications; Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Two years of either recreation programming/league or facility management experience.

**PREFERENCES:**

- Previous experience in recreation center operations.
- Certified Parks and Recreation Professional (CPRP).

- Bachelor's degree in Parks, Recreation, and Leisure Services Administration or related field.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, stooping, crouching, walking, talking, seeing, hearing, and manual dexterity.
- Occasional domestic travel.
- Occasional lifting and carrying up to 50 pounds.
- Work is performed in a standard office environment. Environment will vary dependent of travel accommodations and location. Work may occasionally be outdoor in outdoor environments, with potential exposure to adverse weather conditions.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.