Job Description

Job Title:	Recreation Coordinator	Classification:	Classified
Department:	Parks and Recreation	Grade:	150
Occupational Group:	Recreation	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; administers and supervises specific recreation program areas and assigned staff. Requires planning, preparing, and leading adults, children, and youth in various recreation activities. This position will also assist in supervising the Sports Complex and athletic fields.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Organizes, schedules, implements, and evaluates activities, programs, and classes in the assigned recreation program area or areas.
2. Utilizes recreation software to perform work assignments, schedule work assignments, and maintain program and activity records.
3. Supervises and directs part-time and seasonal recreational staff. Manages independent contract positions such as instructors, officials, vendors, referees, etc.
4. Provides information, in-person and via telephone, to promote the Department's programs and activities to the public, special interest groups, and the media.
5. Observes patron participation at recreation facilities during programs to ensure compliance with policies, procedures, and rules. Monitors use of facilities and equipment to ensure safe operation of the same.
6. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
7. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
8. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
9. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General philosophy, principles, and practices of community recreation and operations; supervisory principles and practices; handling conflict with customers and personnel; Department and City rules and regulations; Microsoft Office Suite.

Skill in: Coordinating the use of facilities and activities for groups; planning, directing, scheduling, and managing outdoor activities and programs; motivating and maintaining effective relationships with personnel; communicating effectively with children, adults, staff, and the general public; use of office equipment and computer system applications; communicating clearly and effectively, both orally and in writing; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation, Sport & Leisure Management, Physical Education, or related discipline is preferred.

Experience: Two years of full-time experience in community recreation or closely related experience is required. Education may be substituted on a year-for-year basis.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certification in First Aid and CPR is required. Assignment may require Lifeguard Instructor or Lifeguard certification. Certification as a Parks and Recreation Professional is preferred, but not required.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in an environment with moderate noise levels, exposure to extreme temperature conditions, and may be exposed to hazardous chemicals and fumes if working in the pool area. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	