



# Recreation Coordinator (General) Job Description

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| <b>Title:</b>                | Recreation Coordinator (General) |
| <b>Immediate Supervisor:</b> | Recreation Supervisor (General)  |
| <b>Department:</b>           | Recreation                       |
| <b>FLSA Status:</b>          | Full-Time; Benefited; Non-Exempt |
| <b>Work Hours:</b>           | Hourly; As Assigned              |
| <b>Hiring Range:</b>         | \$ 16.77 - \$ 21.05              |

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the Recreation Coordinator position. This position is “at will”, which means the District may terminate the employment relationship at any time and for any reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any reason.

## Position Summary

The Recreation Coordinator assists with performing a variety of duties and tasks as assigned by the Recreation Supervisor(s). The Recreation Coordinator assists in the development, coordination, implementation, evaluation and supervision of recreation programs, activities, and special events on a year-round basis, collaborating with other recreation staff, administrative staff, and community partners to accomplish tasks.

## Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Recreation Coordinator and do not constitute an all-inclusive list. These duties and responsibilities establish a flexible, functional base from which the employee operates. The duties and responsibilities may also be modified with additions, deletions or changes as required in assisting and obtaining organizational goals and objectives.

## Recreation Coordinator

1. Assist the Recreation Supervisor(s) by satisfactorily performing responsibilities and tasks assigned;
2. Assist in select phases of developing coordinating, and implementing recreational programs;

3. Works, and directs others to work, in a safe manner, including the safe use of equipment, tools and materials consistent with the manufacturer or product directions or specifications, and use of industry accepted safe working methods and techniques;
4. Demonstrate capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations;
5. Participates in training opportunities that support the advancement of Recreation Coordinator level skills and responsibilities;
6. Assist in program promotion, development, registration, implementation, coordination, evaluation and supervision of District events/program;
7. Oversee games, special events, performances, and practices, as needed;
8. Work directly with volunteers and supervise/assist, as needed;
9. Assist with the management of the recreational equipment inventory;
10. Assist with the recruiting, retaining and recognizing volunteers for the District
11. Assists in developing, promoting and maintaining a wide range of volunteer opportunities within the organization;
12. Assists Recreation Supervisor(s) in the implementation and enforcement of District, ERBM Recreation Center, and Recreation Department policies and procedures;
13. In the absence of a manager or event supervisor, provides supervision to other employees and patrons; makes basic decisions pertaining to patron inquires and/or complaints; relays information to the appropriate management level;
14. Work independently on administrative or other duties as assigned;
15. Demonstrates initiative that supports the Districts vision, mission, core statements and Strategic Action Plan;
16. Demonstrates comprehensive knowledge of, and compliance with the District's rules, policies and procedures, as contained in the District's handbooks and manuals;
19. Assists in the training of other Recreation staff.

### **Mandatory Qualifications and Requirements:**

1. Must be 18 years of age;
2. Possess and maintains a valid Colorado Driver's License;
3. Possess at the time of hire/promotion or obtain within 90 days and maintain valid First Aid, Adult/Child CPR, and AED certifications or able to obtain within the terms agreed upon at the time of employment/promotion to the position;
4. Shift availability considerations:
  - a. Works early morning, evening, split-shift, and/or weekend shifts
  - b. Works a variety of shift times; covers shifts on short notice;
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job;
6. Possess skills in computer applications and programs.

## **Desired Qualifications and Requirements**

1. Ability to write, read, speak and understands the Spanish language.
2. Event planning experience;
3. Experience dealing with various populations (youth, active adults, etc.).

## **Working Environment/ Physical Requirements**

This position requires work in a variety of locations and conditions, including outdoor recreational areas and facilities, gymnasiums, pools and typical office environments.

1. A portion of this position will involve sedentary work in an office environment; however, the Recreation Coordinator also must supervise and instruct indoor and outdoor recreational programs and related functions and events in various locations, and under varying conditions;
2. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, reaching over head, reaching away from the body, and repetitive motion;
3. Must possess the ability to lift items up to thirty (30) pounds frequently and in excess of sixty (60) pounds occasionally;
4. Moderate physical activity under potentially adverse conditions will be required frequently;
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
6. Will be required to work in all weather conditions;
7. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, water, electrical currents, and high places;
8. This position will involve periods of high physical, mental and/or emotional stress.