



Excelsior Springs Parks, Recreation, & Community Center Department

Job Title:	Recreation Coordinator	Job Category:	Exempt
Department/Group:	Parks, Recreation, Community Center	Supervisor:	Assistant Director
Location:	Excelsior Springs Community Center	Date Closing	Open Until Filled
Level/Salary Range:	I - \$40,938 starting	Position Type:	Full-time Position

Job Description

GENERAL PURPOSE:

The Recreation Coordinator reports to the Assistant Director. He/she will manage all recreation facilities, sports, recreation and leisure programs in the community. The Recreation Coordinator will monitor the care and maintenance of any equipment and facilities in the community. Failure to provide adequate services will result in unsafe recreation facilities or a lack of sport and recreation programs in the community. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members.

ESSENTIAL JOB FUNCTIONS:

1. Ensure recreation facilities are maintained in order to ensure a safe, clean and appropriate environment for recreation activities
 - **Main Activities**
 - Ensure that recreation facilities are operated and maintained effectively and safely
 - Prepare facility schedules
 - Develop preventative maintenance programs
 - Ensure facility policy and regulations are adhered to
 - Supervise and Schedule the part-time staff for all recreation programs
 - Assist with interviewing, hiring, training, supervising, and evaluating for all seasonal, part-time, and/or contracted employees
 - Plan and organize staff meetings to ensure consistent communications, directions and accountability.
 - Manage payroll of all Recreation division staff.
 - Ensure a culture of inclusion that builds and celebrates diversity within ESRCC and the community.
 - Develop and manage Recreation division budgets including sports programs, camps, equipment needs, and other related programs. Demonstrate sound fiscal management skills.
 - Assist with scheduling and administering facility usage
 - Book all sport rental and community events
 - Manage contracts associated with the recreation programs
 - Monitor the use of recreation equipment and facilities

2. Planning and developing sport and recreation programs in order to ensure that activities and events are made available for all community members
 - **Main Activities**
 - Assess the recreation requirements of the community

- Communicate with community members to determine their needs and interests
 - Research sport and recreation programs, funding sources and project requirements
 - Access funding and prepare funding proposals
 - Ensure a variety of sport, recreation and cultural programs are planned and implemented
 - Ensure recreation information is available
 - Evaluate the effectiveness of programs and identify areas where new programs are needed
3. Implement recreation programs to ensure that residents have access to sport, recreation and leisure activities
- **Main Activities**
 - Schedule activities, facilities and volunteer coaches as required
 - Supervise and lead activities for youth, adults, and senior populations
 - Recruit, train and oversee volunteers
 - Take registrations for all programs
 - Form teams based on registrations and organize teams with volunteer coaches
 - Host information training/meetings for coaches
 - Assist with and facilitate local involvement in regional and territorial programs and competitions
 - Work with officials' association to ensure proper training, rules, expectations for ESPR leagues are being followed
4. Administer recreation programs to ensure that programs are delivered within guidelines and budgets
- **Main Activities**
 - Prepare a recreation plan
 - Prepare the recreation program budget
 - Prepare financial and program reports
 - Be familiar with legislation, policies, procedures and rules about sport, recreation and cultural activities, events and competitions
 - Record information on and prepare reports concerning community programs, costs, numbers of participants and equipment and facility use
 - Provide monthly and yearly reports about recreation programs and opportunities
 - Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures
 - Make deposits, collect fees, and produce payment for all registrations, reservations, rentals, and any other items that might generate funding
 - Operate the Parks & Recreation Department front desk at the Community Center to take payment for all the above listed items
5. Promote recreation and sport programs in order to ensure that residents are aware of available opportunities and activities
- **Main Activities**
 - Arrange for advertising of programs with marketing plans and social media
 - Maintain constant community liaison including contacts with local, regional and territorial sport and recreation organizations
 - Develop and implement surveys for programs and present data upon completion



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6. Involvement within the National Recreation & Park Association and Missouri Parks and Recreation Association through various Sections, Networks, and Committees
7. Perform other related duties as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Bachelor's degree in Recreation Management, Public Administration or a related field; experience in recreational programming, preferably in a municipal setting; or any equivalent combination of education and experience.
- CPRP Certification is preferred

PREFERRED SKILLS:

- Strong customer service skills.
- Ability to follow written and verbal instructions. Intermediate proficiency with Microsoft Office Software applications including Word, Excel and Power Point. Experience with Sportsman software a plus. If no experience must be willing to go through proper training to master this program.
- Knowledge of gaming systems to host and successfully facilitate several esports programs
- Ability to gather information, make computations and assist in department activities. Must be able to maintain confidentiality.
- Ability to establish and maintain effective working relations with coworkers and the public.
- Ability to make work-related decisions in accordance with Department policies and regulations with a minimum of supervision.
- Working knowledge of the principles and practices of recreational and sports programming, whichever is pertinent.
- Must be able to type at least 45 wpm.
- Must be flexible and able to adapt to a fast-paced office environment.
- Minimal physical effort generally required for work performed in the office. Moderate to strenuous effort required in the field. May be required to lift equipment weighing sixty pounds or more. Position requires frequent standing, walking, and reaching with arms when coaching and supervising coaches. Must have the ability to judge distances and spatial relationships. The ability to operate a keyboard is required.

ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time