



GARDEN CITY  
RECREATION COMMISSION

### **Job Description: Recreation Coordinator**

**Position Type:** Full Time, Non-Exempt

**Salary Range:** \$16.00 – \$22.50 hourly (\$33,280 - \$46,800 annually)

This class consists of professional recreation work in a variety of activities in a recreation facility or other recreation program areas. The incumbent works in partnership with other employees, departments/divisions, external entities, and the public in delivering effective and innovative services. Provide holistic services to internal and external customers by seeking ways to integrate programs or services provided by other departments, divisions, and external entities.

#### **Essential Required Tasks/Examples of Duties:**

(Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Garden City Recreation Commission retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.)

#### **General Duties:**

Develops, coordinates, schedules, implements, supervises and evaluates of a variety of recreational programs, activities special events and facilities. Modifies programs based on the skills and abilities of the participants. Work with recreation staff to provide intergenerational programs. Evaluates assigned areas of the recreation programs and recommends areas for improvement. Maintains related records and statistics for programs and personnel. Instructs designated recreation classes according to program curriculum and philosophy and modifies it according to participant skill and ability level. Assumes the duties and responsibilities of direct reports. Prepares program materials, equipment, first aid kits and other necessary items. Supervises opening and closing of recreation facilities as scheduled. Supervises building and participants by enforcing program and building rules, regulations, and procedures. Assists with hiring, training, scheduling, evaluating and supervising staff. Inspects facilities daily for cleanliness and safety; assists with daily/weekly cleaning. Responsible for the safety of self, staff, participants and volunteers. Responsible for proper use and care of materials, equipment, and facilities used.

Evaluates service costs and makes related recommendations. Identifies and recommends improvements in divisional and departmental operations to ensure assigned functions are efficient and cost effective. Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Uses all required safety equipment. Performs related

duties as required.

Duties require a full range of physical motion and activities including manual digging, pushing, pulling, lifting, twisting and turning the upper body, stooping, kneeling, crouching, climbing, balancing, crawling, reaching for objects, walking and standing. The incumbent must also be alert to peripheral activities when operating equipment and therefore must have a full range of movement in the neck and shoulders.

**Administrative Duties:**

Maintains a variety of records, including registrations, reservations, permission slips, purchasing, accidents, vandalism, medical records, evaluations, etc. Perform a variety of miscellaneous duties such as answering the telephone, running errands, picking up supplies as needed, conducting activities, making arrangements for rental and use of facilities, helping set-up tables and chairs, etc. Operate a personal computer and applicable software. Operate a motor vehicle for traveling between facilities and in running errands. The incumbent is responsible for effectively managing his or her workload to achieve departmental goals. He/she assures that responsibilities are performed in compliance with federal and state regulations, Recreation Commission policies and procedures and the Garden City Municipal Code. He/she maintains confidentiality of information consistent with applicable federal, state and county rules and regulations. The incumbent may confer with employees, supervisory, and administrative personnel regarding departmental policies and procedures. He/she contributes to the preparation and review of departmental policies and procedures as necessary to maintain the effectiveness of departmental programs. He/she advises applicable administrators or departments of potential problems or concerns. He/she compiles, interprets, and prepares data for studies, reports and recommendations; coordinate departmental activities with other departments and agencies as needed.

The incumbent assists in recommending and implementing modifications to systems, policies and procedures. He/she may conduct studies, analyses, and research on a wide variety of topics. He/she assists in researching and analyzing legal requirements impacting departmental programs and services. He/she makes recommendations on changes or improvements.

**Budget/Resource Management:**

The incumbent assists in the preparation of the department's annual budget. Assures that responsibilities are performed within budget and performs cost control activities such as monitoring expenditures to assure sound fiscal control. Prepares estimates of activity costs and revenues for supervisor's use in preparing budget requests. Prepares requisitions and maintains inventory for procurement of supplies, and equipment. Monitors budget performance and assists with preparation of annual budget. Reports any accidents/incidents to supervisor and submits appropriate completed forms to supervisor within 24 hours. Maintains participant and staff records. Complies with Recreation Commission policies, procedures and program standards. Attends staff meetings, workshops, formal classes and in-service training classes to continually advance skills and knowledge. The incumbent is responsible for partnering with other staff members in planning, developing, and implementing the overall vision, mission, programs, processes and projects of the department. He/she works with the team to avoid duplication of service and to ensure that customer expectations are recognized and resolved thereby maximizing customer satisfaction. He/she assists in the development of short and long-

range goals including annual efforts to advance the Recreation Commission's mission, goals, and objectives. He/she monitors the progress of projects so the goals may be obtained within the established timeframe. He/she prepares purchase orders and processes invoices as assigned.

### **Supervision/Development of Subordinates:**

The incumbent provides direction, oversight and leadership to assigned staff. He/she hires, assigns, schedules, evaluates and directs work of subordinates. He/she recommends personnel actions including hiring, promotion, evaluation, disciplinary action, and separation. Determines work procedures, prepares work schedules, and expedites workflow. Trains, motivates and evaluates assigned staff; reviews progress and directs change as needed. He/she partners with assigned employees to develop workforce and succession plans. He/she reviews and analyzes work completed to determine effectiveness in meeting standards, goals and objectives and assuring conformance to policies and procedures. He/she implements change and develops or assists in development of new projects or activities. He/she maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties.

### **Public Relations/Communication:**

Prepares for publication a variety of brochures, calendars, letters, posters, press releases, flyers and related communications regarding recreation programs. Attends necessary staff meetings, training, and in-service programs. Promotes use of community recreation facilities and activities through oral and written public relations efforts such as social media and website content, weekly news releases, monthly special events calendar, flyers, public speaking, and presentations. Interacts with schools--counselors, administrators, teachers, and students. Coordinates youth and adult program volunteers.

Communicates openly and effectively with supervisors, co-workers, staff, participants, parents and volunteers in order to provide excellent customer service in a timely manner. Models appropriate behaviors for participants and volunteers at all times. Handles complaints and disciplinary problems involving patrons and staff. Reports any changes, conflicts or unsafe circumstances to supervisor immediately. The incumbent meets and confers with customers to explain departmental plans, programs, functions, policies, and procedures. He/she assists departmental staff in preparing and coordinating reports as required. He/she answers letters of inquiry/complaints and talk with customers. He/she attends meetings, workshops, and conventions as necessary for the maintenance of effective services. He/she responds to requests for information and advises Commission departments on assigned programs. He/she maintains liaison with other departments. He/she provides verbal and written information to departments. He/she maintains the accuracy of any program materials posted on the Intranet/Internet.

### **Miscellaneous Duties:**

The incumbent keeps operational records and makes required reports. He/she operates a personal computer including associated software programs. He/she operates a motor vehicle in traveling to and from work sites. He/she assures that facilities and equipment are maintained properly and coordinate maintenance and repair functions. He/she evaluates service costs and makes related recommendations. He/she identifies and recommends improvements in departmental operations to ensure assigned functions are efficient and cost effective. He/she

takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. He/she uses all required safety equipment. He/she perform related duties as required.

Arts and Communications Coordinator (Performs the following additional duties)

Designing, coordinating, implementing, teaching, and evaluating performing arts/theater, cultural programs and special events. Schedules, contracts and trains staff to carry out programs. Researches, submits, and acquires grants for funding of arts programs and art facility improvements. Develops partnerships and sponsorships for program and special events.

Provides marketing and communications for entire Commission. Create, publish, and design promotional materials for programs, events, and Commission as a whole. Works with department/division staff to create innovative marketing ideas and promotions. Maintains social media and website communications and creates videos, posts, flyers, etc. to utilize on the website and social media platforms. In conjunction with other departments/divisions develops three (3) activity brochures for the Commission.

Athletics Coordinator (Performs the following additional duties)

Teaches and evaluates basketball, volleyball, baseball, softball and soccer programs. Officiates youth basketball, volleyball, baseball, softball and soccer programs as needed. Enforces rules and regulations that are sport specific. Coordinate sport and leisure programs, register participants, collect fees, acquire and schedule coaches, and assign practice times. Schedule and run various tournaments and events throughout the year for a variety of sports.

Fitness Coordinator (Performs the following additional duties)

Monitors activities in and around the weight rooms, cardio room, and fitness studios to prevent injuries, accidents, and responds to emergencies as necessary. Assist with maintenance of weight equipment, cardio machines, fitness equipment, and audio systems. Teaches general fitness, strength and conditioning, performs personal training and fitness assessments as needed. Knowledge in such programs as yoga, Pilates, Body Pump, HIIT, nutrition, and rehabilitation.

**Minimum Qualifications:**

**Training** - Bachelor's degree from an accredited college or university in recreation, physical education, liberal arts or a closely related field. Preference is given for individuals with an emphasis in the specific program area.

**Experience** - Two years recreation programming experience preferably in the specific program area.

OR

Any equivalent combination of training and experience that provides evidence that the applicant possesses the Necessary Applicant Traits.

**Necessary Special Requirements** - Must possess and maintain a valid driver's license and safe

driving record for continued employment. Must possess and maintain valid AED, First Aid and CPR Certifications within 90 days of hire. Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: oral board, reference checks, background checks including local police check and sex-offender check, and driving check through DMV.

### **Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The noise level in the environment is usually quiet. Work is generally scheduled Monday through Friday. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk, talk or hear. Physical demands are described as medium (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and up to 10 lbs. of force constantly to move objects. Data entry and other tasks may require sitting at a computer for several hours. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to adjust focus, color vision, and peripheral vision. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Necessary Applicant Traits:**

**Knowledge** – Working knowledge of the techniques and principles of directing a variety of recreation activities/programs/events. Working knowledge of the rules and regulations of a variety of sport, fitness, and recreation activities as needed in the respective recreation program area. Working knowledge of the equipment, facilities, operations, and techniques used in a community recreation program. Working knowledge of first aid techniques. Basic knowledge of community resources and programs related to the program area.

**Skills** - Skill in teaching program participants; Skill in operating a motor vehicle; may include passenger vans or buses based on the assignment. Skill in the operation of personal computer and applicable software, calculator, copy and fax machine, telephone, mobile or portable radio, and various sports equipment used in recreation programs. Skill in administering First Aid and CPR. Skill in understanding and responding to customer needs.

**Abilities** - Ability to exercise considerable initiative and sound judgment; plan, organize, assign and review the work of subordinate staff; communicate clearly and concisely in English, verbally and in writing; effectively develop, organize, coordinate, and supervise the activities and personnel in a recreation program area; prepare budgetary input; work well with varied and demanding people; effectively motivate, develop and discipline subordinate staff; evaluate program effectiveness and efficiency; work from broad direction with limited supervision; work well with culturally diverse people; prepare budget documents, reports, and statistics; establish and maintain effective working relationships with employees, public, and other agencies; organize information in a clear and logical format; employ and enforce safety practices and

procedures; handle emergency situations; evaluate resources and personnel needs; identify, analyze, and address problems and trends in a timely, efficient, and equitable manner; organize activities in order to complete tasks in accordance with priorities, address multiple demands, or meet deadlines; organize tasks and working environment to maximize efficiency; focus attention on tasks, which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities; handle confidential information; and coordinate, analyze and utilize a variety of reports and records. Applicants and incumbents in the special needs program must also have the ability to: perform appropriate techniques for proper intervention; administer behavioral management; provide instruction at all levels of the special needs program; and to train staff to provide instruction at all levels of the special needs program.

Arts & Communications Coordinator – Extensive knowledge of the principles and methods used in organizing and supervising performing arts, theatre and cultural activities. Basic knowledge of contemporary art and familiarity of the theory, principles practices and procedures of public art programs. Grant procurement and writing preferred. Proficient knowledge of Adobe Suite and/or applicable programs. Knowledge of various social media platforms as well as YouTube.

Athletics Coordinator – Extensive knowledge of scheduling youth and adult leagues and tournaments.

Fitness Coordinator - Extensive knowledge and understanding of fitness trends. Working knowledge of general fitness, strength and conditioning, personal training, fitness assessment, yoga, Pilates, Body Pump, HIIT, nutrition, and rehabilitation. Basic knowledge in the operation and maintenance of weight training equipment, cardio machines, fitness equipment and audio equipment.

### **Performance Indicators:**

(Identifies specific job performance requirements to measure performance criteria for job evaluations.)

The incumbent performs duties within the organizational structure of the Department/Division, following appropriate procedures and policies. The incumbent is evaluated in the following areas:

#### **Adherence to the Mission**

#### **Statement and Guiding Values**

#### **Job Knowledge/Technical Expertise**

#### **Quantity and Quality of Work**

#### **Leadership Factors**

Team leadership

Coach others

#### **Interpersonal Factors**

- Build relationships
- Display organizational savvy
- Manage disagreements
- Team membership

**Self-Management Factors**

- Act with integrity
- Demonstrate adaptability
- Develop oneself

**Thinking Factors**

- Analyze and solve problems
- Make sound decisions
- Innovate

**Motivation Factors**

- Demonstrate drive and commitment

**Communication Factors**

- Speak effectively
- Listen to others
- Prepare written communications

**Administrative Factors**

- Establish plans
- Work efficiently
- Manage execution

**Organizational Knowledge**

- Use technical/functional expertise
- Know the business

**Organizational Strategy**

- Commit to quality
- Focus on customer need

A review of the incumbent's performance on the above performance indicators will be conducted on a periodic basis as determined by the supervisor. The supervisor evaluates the incumbent's administration of policies and procedures through daily observations, spot checks, written reports, feedback from other staff members and the public, and communication with the incumbent.

**Working Relationships:**

**Independence of Action** - Works under the general direction of the Recreation Superintendent and/or Recreation Supervisor. Meet with supervisor to establish overall goals and objectives. Exercise some independence of judgment in meeting assigned objectives and implementing department/division operations, services, and programs. The supervisor is kept informed of progress and potentially controversial matters and areas of far-reaching

implications. Completed work is reviewed from an overall standpoint of meeting department/division goals and in providing acceptable service levels to the City.

**Personnel Management Responsibility** - The incumbent is responsible for providing guidance and supervision in the absence of the Superintendent or Supervisor. Responsibilities include scheduling, delegating tasks and providing training. Goals, objectives, policies and procedures for completing job tasks and assignments are outlined by the incumbent.

**Working Relationships** - Relationships are typically with other employees as well as adult and youth volunteers in the Recreation Commission and with the public who participate in the various recreation programs. Regular contact is made with newspaper personnel and local merchants while engaged in publicity activities. Occasional contact occurs with employees in other City Divisions such as the Parks Division; with recreation personnel in other jurisdictions; and with individuals in related community programs in coordinating activities and information.