

POSITION TITLE: RECREATION COORDINATOR
DEPARTMENT: PARKS AND RECREATION

**CITY OF
 BOWLING GREEN**

REPORTING RELATIONSHIPS

Director, Parks and Recreation

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Sports Specialist, Sports Program Leader,
 Recreation Program Leader, Seasonal Staff
 Supervisors; Aquatics/Fitness Manager

DIRECT: 4+
 Seasonal Su-
 pervisors

INDIRECT: Varies

POSITION FUNCTION

This position is responsible for providing recreational leisure programming and opportunities for Citizens.

JOB RESPONSIBILITIES

- Creates new recreational programs
- Implements recreational programs
- Evaluates recreational programs
- Markets recreational programs and the Department
- Trains, schedules, and supervises seasonal, part-time and permanent sports, recreational, and fitness & aquatics program staff
- Supervises Aquatic Complex programming operations
- Supervises recreational and fitness programs
- Assumes responsibilities of Director, Parks and Recreation in his/her absence
- Solicits sponsorships
- Communicates with other City staff members
- Attends meetings and serves on committees and boards
- Assists with departmental planning and budgeting
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to talk/hear, stand, sit, use hands to finger, handle or feel, climb/balance, reach with hands and arms, and occasionally lift up to 25 pounds.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of programming in a municipal parks and recreation setting</p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to properly assign responsibilities to meet objectives</p> <p>Ability to adequately allocate resources to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p><i>Cognitive Skills</i></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to draw accurate conclusions from financial and numerical material</p> <p>Knowledge of basic budgetary principles and practices</p>	<p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p>Ability to prepare analyses, policies and/or budgets</p> <p><i>Interpersonal Skills</i></p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to monitor progress and exercise control</p> <p>Ability to select and evaluate employees</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback</p>

DESCRIPTION OF WORKING CONDITIONS
Work is performed both indoors and outdoors, and typically involves contacts with the general public; activity schedules are often irregular involving night and/or weekend meetings.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
Education beyond undergraduate degree in Recreation & Park Administration; Must obtain/maining certification as a Certified Park and Recreation Professional (CPRP); valid Ohio Driver's License; three to five years relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.