

TOWN OF EXETER

JOB TITLE: **Recreation Coordinator**

10/19/2022

DEPARTMENT: Parks and Recreation

POSITION NUMBER: 502

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Exempt

LABOR GRADE: 6

JOB SUMMARY: This position is responsible for processing registrations and paperwork for programs, trips, camps, team rosters and schedules, flyers and newsletters, and for maintaining communication with program participants, Instructors, sub-contractors and Town Staff.

SUPERVISION RECEIVED: The recreation coordinator receives direct supervision from the director and is evaluated by the director based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Supervises seasonal staff as needed such as summer camp staff as well as Referees and Gym Supervisors.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Completes registrations in an accurate and timely manner.
2. Maintains social media networking sites.
3. Provides information and assistance to customers via e-mail, telephone, and in person.
4. Prepares newsletters, flyers, etc. for distribution.
5. Creates rosters and schedules for programs.
6. Assists in planning special events.
7. Promotes programs, trips and events through the use of social media, print, and other marketing tools.
8. Develops new sources of income through programs, trips and special events.

10. Supervises sports leagues and other programs.
11. Provides transportation for day trips using the department's van.
12. Answers telephones as needed.
13. Oversees the camp operations from hiring, training and scheduling.
14. Oversees seasonal camps and after school offerings.
15. Assists with pool and concession operations when needed.
16. Backs up Office manager to payroll and accounts payable.
17. Performs other related duties as required.

OTHER DUTIES:

1. Assists with the maintenance of fields.
2. Assists with the maintenance of the pool and town facilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of the principles and practices of recreation administration and activities.
2. Knowledge of clerical skills, computers, MUNIS and RECTRAC software.
3. Knowledge of safety regulations pertaining to recreation facilities and programming.
4. Knowledge of relevant laws and town and department policies and procedures.
5. Knowledge of marketing strategies.
6. Knowledge of first aid and CPR techniques.
7. Skill in public and interpersonal relations.
8. Skill in problem solving, recreation trends and working with youth.

10. Skill in mathematics and basic accounting.
11. Skill in the use of office equipment, such as a computer, calculator and copier, laminator and relevant software such as word processing, data base programs and spreadsheets.
12. Skill in oral and written communication.
13. Ability to obtain certifications as a Certified Pool Operator, Certified Parks and Recreation Professional, Youth Sports Administrator as well as other certification pertinent to the job function.
14. Ability to maintain accurate records and files.
15. Ability to communicate effectively, both verbally and in writing.
16. Ability to lead and oversee activities.
17. Ability to exercise sound and mature judgment and discretion.
18. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
19. Ability to establish and maintain effective working relationships with employees, town officials, volunteers and the general public (youth, adults and senior citizens).

SUPERVISORY CONTROLS: The supervisor provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied, or significant proposed deviations from the guidelines, are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees within the immediate organization, office, project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

WORK ENVIRONMENT: The work involves moderate risks or discomforts that require special safety precautions (e.g., working around moving parts, carts or machines; with contagious diseases or irritant chemicals; etc.). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves or shields.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Assistant department heads at this level have responsibility for the performance of one or more second line supervisors or a group of complex and heterogeneous positions. They usually possess similar authority to that of second line supervisors, but also act for the department head in his/her absence.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in recreation management, sports management, youth development, business or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require one (1) to three (2) years of experience in sports, recreational or leisure program activities, preferably in a municipal environment; or anyequivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

3. Possession of, or ability to readily obtain, certification as a parks and recreation professional and certification in CPR and first aid.
4. Possession of a valid driver's license for the type of vehicle or equipment operated.

I, _____, have received a copy of this job description. I have read and fully understand the contents and responsibilities of this position.

Signature

Date