



RECREATION COORDINATOR
FLSA: Non-Exempt
Grade 22 \$38,769.51 - \$62,031.22

GENERAL DEFINITION

Provides supervision as a working team leader in the delivery and conduct of recreational programs and leisure services activities for the City. Assignment areas include, but are not necessarily limited to, childcare, athletics, special events, and youth/adult programming. Supervises recreational programs at various locations within the City. Work is performed with significant latitude and in accordance with established departmental policy. Technical assistance is available in planning program delivery and coordinating specialized activities. Essential job duties, as outlined herein, are performed according to the specific area of assignment.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Greets internal and external customers of the department; provides direction or directs to appropriate entity.
- Receives and responds to general information requests from the public.
- Plans, coordinates, and delivers recreational or leisure services programming according to the area of assignment.
- Plans, assigns, delegates, and reviews the work of support recreation staff in the delivery of recreational programming.
- Ensures the maintenance of required training and certification of support staff when applicable to the recreation program of an assignment.
- Supervises activities for varying recreation activities, e.g., game and activity room, outdoor sports, aquatics activities, youth/ adult programming, and camp facilities.
- Leads and supervises groups engaged in recreational activities.

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- Maintains equipment on athletic fields and in recreation programs; prepares facilities/fields for use during recreation activities.
- Assists in the preparation and operation and special events as directed.
- Assists in the development of public information materials, promotional materials, and related marketing initiatives of the department.
- Collects, records, and accounts for fees paid for recreational, leisure services, and athletics programs.
- Maintains various records, logs, reports, and other documentation for department administration purposes.
- Checks facilities for safety factors and reports broken or damaged equipment/facilities to appropriate staff.
- Responsible for opening, closing, and securing of assigned facilities/locations.
- Establishes and maintains effective working relationships with internal customers, external entities, and the general public.
- Communicates with co-workers, management, citizens, and others in a courteous and professional manner.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of principals, rules, materials, and equipment requirements of a wide variety of recreation activities (as applicable to the area of assignment).
- Considerable knowledge of instruction, coaching, and supervision principles associated with the delivery of programs (as applicable to the area of assignment).
- Ability to plan, organize, and deliver various youth, adult and special programs and events (as applicable to the area of assignment).
- Ability to write clear and accurate reports.
- Ability to deal promptly and efficiently with emergencies.
- Ability to devise staffing plans for various programs/facilities.
- Ability to solve problems arising at any of the City's recreational facilities.

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- Interpersonal skills for communicating and leading recreational activities for a demographically and culturally diverse community.
- Ability to work independently under limited supervision in carrying out department recreational programming.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk, and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Traverse rough terrain, walk up or down stairwells, ladders, or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Vision ability includes close and peripheral vision and depth perception.
- Oral communications ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in Physical Education, Recreation Management, Leisure Services, or related field; with three (3) years previous recreational program experience in the planning and delivery of recreational, athletic and leisure services programming; or an equivalent combination of education, training, and experience. Requires CPR and First Aid certification (must be obtained

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within 90 days). When assigned to the child care programs, required completion of required Children and Family Services training and education requirements.

PREFERRED

CDL License with P Endorsement

State of Florida Department of Children and Families (DCF)

Child Care Director credentials,

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date