



JOB DESCRIPTION

JOB TITLE: Recreation Coordinator

FLSA: Exempt

REPORTS TO: SLARA Director

SALARY: \$45,760 – 53,532

SUMMARY:

The Recreation Coordinator oversees the planning and execution of special events and enrichment programs that engage the community and enhance recreational opportunities.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans, organizes, schedules and coordinates enrichment programs, day camp and special events.
- Assists with developing and implementing programs, including setting goals, budgeting, securing supplies, coordinating staff, and processing payments.
- Performs outreach to obtain program/activity sponsorships and fundraising.
- Directs, schedules, and reviews the work of support staff and volunteers; instructs staff in work procedures and ensures adherence to safety policies and procedures.
- Provides training and technical assistance to staff; inspects and evaluates work being performed; identifies problem areas and directs remedial actions to be taken.
- Responds to public inquiries and complaints related to programs and activities to maintain good public relations.
- Promotes SLARA in the community; communicates with business and community leaders, promotes programs and fund-raising; creates and disseminates a variety of marketing materials; engages in social media to promote events.
- Enhance SLARA's customer service by providing suggestions and actively participating as a team member.
- Orders and accounts for the use of program supplies and equipment.
- Develops and administers the organization and retention of departmental records.
- Perform administrative support and customer service activities as required.
- Maintains a courteous and cooperative attitude, fostering a positive and productive workplace.
- Attends programs and/or events on weekends and/or during evening hours.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

Bachelor's degree in Recreation Management, Parks and Recreation, Event Management, Business Administration, or a related field preferred.

An equivalent combination of education, training, and experience that demonstrates the required knowledge and abilities will be considered.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.
- CPR & First Aid certification within one (1) year of date of employment.

Required Knowledge and Skills

- Knowledge of recreation program development, event planning, and implementation.
- Ability to independently organize, coordinate, and manage multiple programs and events simultaneously.
- Knowledge of budgeting, financial tracking, and program evaluation.
- Strong organizational, time management, and problem-solving skills.
- Ability to exercise independent judgment and make sound decisions within established policies and guidelines.
- Strong written and verbal communication skills.
- Ability to develop positive relationships with participants, instructors, coworkers, and community organizations.
- Proficiency with Microsoft Office, registration software, social media platforms, and other technology used in recreation programming.
- Ability to develop effective marketing and promotional materials.
- Ability to coordinate and provide direction to instructors, staff, and volunteers.
- Commitment to providing excellent customer service and maintaining a positive, professional work environment.
- Ability to adapt to changing schedules, program needs, and unexpected situations.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit/stand for extended periods of time; agility to participate in recreation activities; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is mostly performed in an office setting. Outdoor and indoor programming requires work outside of the office setting and can include rough terrain, inclement weather, and loud noise. Position will require a flexible schedule as evening and weekend scheduling will be required.