



JOB DESCRIPTION

JOB TITLE: Recreation Coordinator

FLSA: Exempt

REPORTS TO: SLARA Director

SALARY: \$44,000

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 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:

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

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:

- Program and event development and implementation in a public agency setting.
- Budgetary and program planning principles and practices.
- Applicable laws, codes and regulations.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Follows practices and procedures related to special events management, contractor coordination, and other relevant tasks.
- Computer applications related to work.
- Record management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skills in:

- Planning diverse recreation activities in assigned areas of specialty.
- Performing cash handling and bookkeeping duties.
- Planning and directing the work of assigned staff and volunteers.
- Developing budgetary, staffing and material and equipment requirements for proposed programs and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing your own work, setting priorities and meeting critical deadlines.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.

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.