



JOB DESCRIPTION

JOB TITLE:	Recreation Coordinator	FLSA:	Exempt
REPORTS TO:	SLARA Director	DATE:	12/15/21
SALARY:	\$37,500		
BENEFITS:	Health, Dental, Vision, 401 K, Paid Time off		

SUMMARY:

Responsible for creating, developing, implementing and coordinating enrichment, summer day camp, special events and sports programs for the community. Focus on Enrichment.

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, summer day camp, special events and sports leagues/programs.
- Assists in the development and implementation of new programs; prepares program goals, outlines and budget requirements, estimates required facilities, supplies and staff and implements upon approval; obtains needed materials and supplies; receives and processes cash payments; prepares receipts and balances such money.
- Performs outreach to obtain program/activity sponsorships and fundraising.
- Directs, schedules, and reviews the work of part-time and support staff and volunteers; instructs staff in work procedures and ensures adherence to safety policies and procedures.
- Provides training, technical assistance to staff; inspects and evaluates work being performed; identifies problem areas and directs remedial actions to be taken.
- Prepares and maintains statistical and narrative records and reports related to recreation programs, facilities and projects.
- 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, the media, and other public officials to promote programs and fund-raising; creates and disseminates a variety of marketing materials; engages in social media to promote events.
- Contributes to the efficiency and effectiveness of SLARA's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Orders and accounts for the use of program supplies and equipment.
- Develops and administers the organization and retention of departmental records.
- Performs administrative support and customer service activities as required.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

- 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 sports management, recreation, or a field related to the work; AND two (2) years of professional or combination of professional and intern experience in recreation program planning and implementation.

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 six (6) months 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.
- Practices and procedures relating to the work, including league scheduling, special events management, team formation, etc.
- Computer applications related to the 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 camp, recreation and sports activities in assigned area 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 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 accommodations 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 flexible schedule as evening and weekend scheduling will be required.