

RECREATION COORDINATOR

Pay Grade: 11 (Schedule 2080)
Civil Service Class Designation: Non-Competitive

NATURE OF WORK

This is highly responsible administrative, supervisory, and technical work in coordinating community recreation programs for seniors, adults, and/or youth, physical activities, special interest classes and summer programs.

Work of this class involves responsibility for general administration, development, and direction of the City's parks and recreation programs; development and maintenance of an adequate park and playground system, with the necessary physical facilities to make all programs effective. Assignments are received in general form or in consultation with the Cultural Services Manager.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Oversees the development of and manages well-rounded recreational programs and activities both indoor and outdoor for all segments, groups, ages, and interest levels of the City.

Recommends the acquisition and directs the development of parks and playground areas, provides proper research, planning and written specifications.

Cooperates with and interprets recreation philosophies to City authorities, public and private groups and the general public.

Maintains and continues to develop community partnerships and identify funding and programmatic resources for the department.

Creates publicity and marketing materials for the department including but not limited to brochures, newsletters, press releases, flyers, etc.

Serves as liaison for City and Recreation Advisory Board.

Exercises technical and administrative discretion of policies as established by the City Manager and City Council.

Serves as an instructor for athletics and programs where necessary.

Practices continuous learning through individual study, classroom training, seminars and conferences.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the objectives and ideas of public recreation, including considerable understanding of the diverse activities which constitute a community parks and recreation program.

Thorough knowledge of the facilities and equipment needed in a broad recreation program, and of the proper physical planning and arrangement of park areas.

RECREATION COORDINATOR

Ability to write reports and business correspondence.

Ability to effectively present information and responds to questions from the general public and expresses oneself clearly and precisely both orally and in writing and in typing and basic computer skills.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

Must have comprehensive knowledge of all phases of community recreation and its administration.

Comprehensive knowledge of the principles and methods of arts and playground planning and development; to develop and maintain high morale and enthusiasm.

Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups, individuals, and in reports.

Ability to initiate and organize policies and procedures pertaining to park and recreation programs and to supervise the work of subordinate personnel.

Ability to plan, direct, and coordinate the work of volunteers, and to establish and maintain effective working relations as necessitated by work assignments.

Must be able to relate well with all segments of the population.

Must attend city authorized conferences, workshops and seminars and maintain membership in professional organizations in order to broaden and upgrade professional skills.

Must be proficient in Microsoft Excel and Microsoft Word.

Ability to understand the park and recreation needs of the community and to coordinate activities to fulfill these needs.

Must maintain a valid Mississippi vehicle operator's license.

DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's degree in Recreation or any related field with three (2) years of progressively responsible experience in the recreation field; or a High School diploma or GED equivalent with five (3) years of progressively responsible experience in the recreation field; and must have First Aid and CPR Certification within six (6) months.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.