



JOB DESCRIPTION

Maryville Parks & Recreation

1407 N. Country Club Road, Suite 200, Maryville, MO 64468

Office 660.562.2923 · Fax 660.562.3829

Job Title: Recreation Coordinator
Department: Recreation
Supervisor's Title: Recreation Supervisor
Salary Range: \$26,520.00 - \$42,655.76

Employment Type: Full Time
Exempt Status: Non-Exempt
Date Modified: 6/22/2016

JOB SUMMARY:

Under the direction of the Recreation Supervisor, this position is responsible for the coordination of athletic, aquatic, and recreation programming. Primary responsibilities include scheduling of programs, leagues, etc.; occasional budget assistance and cash handling; marketing and social media coordination; management of inventory and supplies; maintenance inspection; and oversight of staff.

ESSENTIAL FUNCTIONS:

- Performs a wide variety of programming duties, requiring independence of action.
- Develops program ideas, prepares program expenses, and recommends fees.
- Assists scheduling athletic and aquatic space for rentals, classes, programs, activities, leagues, tournaments, camps, etc.
- Evaluates activity and facility use through observation, direct contact with participants, and surveys. Reviews fee structure for various activities and makes recommendations to the Recreation Supervisor.
- Consults and advises the community regarding activities and facility use.
- Assists the Recreation Supervisor in determining cost effectiveness by analyzing revenues, expenditures, attendance and service hours.
- Ensures the athletic and aquatic marketing timeline is delivered to the public as outlined in the annual marketing plan.
- Coordinates equipment set up and take down for each activity. Maintains up to date inventory of all recreation supplies and creates an annual bid sheet for equipment.
- Maintains daily cash receipts as needed and is responsible for the opening and closing of athletic and aquatic facilities.
- Manages oversight of a customer service program.
- Coordinates recreation contracts and details compliance.
- Monitors departmental website to ensure information is updated and correct. Develops new content on a regular basis.
- Maintains email lists for internal and external communications.
- Develops, promotes and implements a Guest Loyalty and Recognition Program with the Recreation Supervisor, Special Event and Marketing Manager, and Community Center Manager.
- Works with the Recreation Supervisor to broaden social networking presence and provides support in the social media monitoring process as needed.
- Works with the various staff to ensure interior and exterior maintenance meets the athletic, aquatic, and recreation standards. Oversees organization of facility including recreation supply storage areas.

SECONDARY FUNCTIONS

- Actively participates on staff committees as necessary and appropriate.
- Establishes and expands merchandise and concession opportunities.
- Accomplishes organization goals by accepting ownership for completion of new and different requests.
- Performs other duties as assigned for the effective operation of Park and Recreation.

SUPERVISORY FUNCTIONS

- Supervises volunteers, interns, part-time, seasonal staff, coaches, referees, and officials. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include coaching, training employees; directing work; may address complaints and resolve problems. Provides supervisor with recommendations on hiring, rewarding, discipline, and terminations.
- Provide administrative support to each member of the recreation team as needed.
- Manage all aspects of recreation volunteer coordination, including but not limited to, staffing, recruitment, supervision, training, retention, and acknowledgement.

KNOWLEDGE, SKILLS AND ABILITIES

The knowledge, skills, & abilities are representative of those an employee encounters while performing the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Creative and innovative thinker.
- Knowledge of sports and specific sports rules.
- Good communication skills, both written and verbal.
- Professional business presence and acumen.
- Self-starter, high level of initiative, proven proactive thinker.
- Commitment to customer service (internal and external). Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Highly detail oriented with superb organizational skills.
- Strong ability to multi-task with results-oriented mindset.
- Calm individual who can operate under pressure, deadlines, and the demands of a busy office environment.
- High level of proficiency in Microsoft Office Suite applications including Word, Excel, Outlook.
- High level of proficiency in software programs such as payroll, time and attendance, and recreation management.
- Ability to understand, analyze and implement ideas and concepts.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent from college or university; and 1 year of progressive responsibility related experience and/or training; or equivalent combination of education and experience is required. Bachelor's degree in Parks and Recreation Administration or a related field preferred.
- Valid Missouri Driver's License required
- Basic first aid, CPR and AED certification required.
- Must have the ability to obtain Lifeguard Instructor certification and Aquatic Facility Operator certification within 24 months of being hired.
- Experience with overseeing an operational budget preferred.
- Experience with athletics, aquatics, and recreation programming preferred.

PHYSICAL CONDITIONS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15-50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to outside weather conditions; risk of electrical shock.

The noise level in the work environment is usually average. Duties are generally performed in both a controlled environment indoors and outdoors.

The work schedule is generally 40 hours per week on the weekdays, with the ability to work additional hours and various weekends as required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.