



CITY OF WALHALLA POSITION DESCRIPTION

RECREATION PROGRAM COORDINATOR– PARKS & RECREATION

(SALARY RANGE \$31,200 - \$41,600, \$15-20/hour)

GENERAL PURPOSE

Assist in the planning and implementation of recreation programs; clerical and administrative support for the Parks and Recreation Department; and the maintenance and care of park grounds and facilities.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates with the Recreation Director to plan and facilitate a wide range of youth athletics and community-based recreation programs

Assists with indoor and outdoor recreation programs and the operation of the parks and related facilities

Attends evening sporting events to oversee youth sports recreation programming

Assists with the administration and clerical needs of the program services offered

Assists with the registration, data management and recordkeeping of program participants

Assists with promotion and marketing of recreational programs and services

Maintains ball fields, prepares fields for games as necessary

Performs grounds maintenance duties, including mowing grass and picking up trash and litter

Assists, coordinates and supervises volunteers involved in programs and park operations

Coordinates and supervises youth participants in programs

Provides custodial services in park buildings, shelters, restrooms and other facilities as needed

Answers questions from the public in a professional and courteous manner

Provides excellent customer service and positive interactions with public and colleagues

Supports special events by assisting with set-up and tear down

Maintains a clean work environment

Performs other work as directed by supervisor

Available to work nights, weekends, overtime and City events as needed or scheduled.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

PERIPHERAL DUTIES

Attends program meetings to oversee and promote recreation programming and leisure services offered

Coordinates scheduled maintenance of facilities

Petitions individuals and businesses for recreation program sponsorships

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

High School Diploma or GED

One to three (1 to 3) years of experience in recreational programming, park management or related field

Preferred Education, Experience and Credentials:

Experience in marketing recreational services and grant management

Necessary Knowledge, Skills and Abilities:

General knowledge of and interest in public parks and recreation services

Professional work ethic and demonstrated ability to work with others in a positive manner

Ability to work independently and adhere to schedules and deadlines

Knowledge of health & safety practices and regulations.

Strong interpersonal communication skills.

High attention to detail and accuracy.

Skill in technical/regulatory/safety issues related to department functions.

Skill in operation of City vehicle to perform essential functions.

Strong sense of ownership and initiative, collaborative and flexible attitude.

Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, program participants, families, public etc. at all times.

Work is performed onsite; must be present at work to perform the essential functions of this job.

SPECIAL REQUIREMENTS

Possession of a valid South Carolina Driver's License.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, calculator, telephone and copy machine.

PHYSICAL DEMANDS

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 continuously required to talk or hear. The employee is frequently required to stand and walk; use hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to fifty (50) pounds of force on a periodic basis. Specific vision abilities required by this job include color vision, close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud.

The employee frequently works outside in adverse weather conditions.

The employee is occasionally exposed to work near moving mechanical parts, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat and exposure to fumes, dust or caustic chemicals.

ESSENTIAL SAFETY FUNCTIONS

This position may require the regular handling of chemicals, as well as operating a motor vehicle on a routine basis and requires professional performance and alertness.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The City of Walhalla is an equal opportunity employer.