

# CITY OF OBERLIN JOB DESCRIPTION

## Recreation Coordinator

**Title:** Recreation Coordinator

**Department:** Recreation

**Superintendent:** Recreation Superintendent

**Subordinate(s):** Seasonal Staff

**Civil Service Status:** Classified, Non-Competitive

**Bargaining Unit:** None

**FLSA Status:** Non-Exempt

**Exempt Category:** N/A

**Pay Grade:** 4

**Schedule:** Regular business hours, evening & weekend programs/events and other overtime as assigned

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General statement of duties:** Responsible for assisting in the planning, implementation, supervision and evaluation of a comprehensive City recreation program for all citizens. Responsible for supervision of recreation programs in gyms, playfields, etc., as well as assisting in the managerial/administrative tasks for the recreation division. Supervise recreation events, races, classes and conduct various sports camps. Administer registrations for recreational programs and festivals. Assist the Recreation Superintendent in working with the Recreation Commission. Coordinate volunteer assistance. Assist in general solicitations and price quotations for the Recreation Division programs and festivals. Communicate and provide information to the public on programs offered by the Division. Assist in the solicitation and administration of gifts and grants.

**Minimum Qualifications:** Requires a 2-year college degree with an emphasis in recreation or related subject and at least two (2) years of previous recreation programming and public service delivery experience, working with both youth and adult participants. Knowledge of recreational programming including program implementation. Thorough understanding of athletic rules and regulations for a variety of sports. Well-organized individual with the ability to work with minimal supervision. Ability to work with a diverse population. Must be able to work evenings and weekends as a part of a regular work week.

The position requires a valid state of Ohio driver's license and proof of insurability. The position may require successful completion of additional pre-employment procedures including but not limited to drug testing and background investigation. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

**Distinguishing Features:** This is an FLSA non-exempt position which requires intermediate-level background in recreational programming including implementation. The position involves providing administrative and clerical support to a department coordinator and several boards/ commissions, including assisting the Recreation Superintendent with the Recreation Commission. Typical duties may include assisting with managerial/administrative recreation tasks, leading/supervising recreation programs in gyms/on playfields (etc.), administering registrations for all recreational programs and events, as well

as routine clerical functions. The position assists in the coordination of volunteer assistance, assists in general solicitations and price quotations for the Recreation Division programs/events/festivals, and assists in the solicitation and administration of gifts and grants. The work will require the ability to work independently, along with possessing organizational skills, initiative and diplomacy.

**Primary Job duties:** (Essential functions are identified by an \*; percentages indicate estimated amount of time spent on each duty areas - percentages include ranges as employees are required to be cross-trained in all areas of work performed in the department)

**1. Administrative Support (20-30%)**

- a. Assists Division Superintendent in implementing and augmenting recreation programs in the community\*
- b. Assists in monitoring day-to-day operations of Recreation activities or programs to ensure proper proceeding of events\*
- c. Assists Division Superintendent in preparation and administration of department budget\*
- d. Assists in procurement and administration of contracts for equipment, goods and services\*
- e. Researches or directs public inquiries as needed to provide effective customer service\*
- f. Assists Division Superintendent in working with the Recreation Commission which may include attending meetings, records minutes, prepares agendas/correspondence/materials and maintains files for committees/commissions\*

**2. Clerical Support (20-25%)**

- a. Performs clerical duties to track payments, arrange facility rentals, track volunteer hours and schedules and prepare daily deposits\*
- b. Composes, types, proofreads and edits correspondence, reports, memoranda and other materials to ensure accuracy and completion\*
- c. Establishes and maintains accurate, current and complete department records and ensures recordkeeping compliance with relevant regulations including City Administrative code and public records laws\*
- d. Processes routine forms for payroll, requisitions, purchase orders and other standard municipal government practices\*
- e. Receives and processes various forms, permit applications and program payments\*
- f. Enters data to department forms and systems; generates routine reports\*
- g. Maintains office supply inventory; researches and orders supplies to maintain adequate supplies and respond to special requests for supplies or services
- h. Maintains office equipment; coordinates services with equipment suppliers\*
- i. Greets office visitors and provides customer service as needed\*
- j. Performs routine office procedures including processing mail, photocopying, faxing, collating and distributing documentation and/or meeting materials
- k. Operates standard office equipment including computer, telephone, copy/fax machines and other standard equipment\*
- l. Operates various software programs including word processing, spreadsheets, databases and department-specific programs\*

**3. Recreation Division (30-35%)**

- a. Supervises recreation programs and conducts various sports camps\*
- b. Responds to requests, questions or complaints from public and program participants to provide information and education regarding classes and programs\*
- c. Coordinates set-up and clean-up of facilities before or after events to ensure proper equipment and set-up is in place and facility is returned to original condition after event\*

- d. Provides support services during events to assist with running the event (e.g., score-keeping, awarding prizes, etc.)\*

**4. Supervision (5%)**

- a. Provides basic supervision including routine training and assignment of tasks to part-time and/or seasonal Recreation Division employees as approved by the Recreation Superintendent\*

**5. Related Duties (5%)**

- a. Maintains and increases knowledge and skills through attendance at meetings, conferences and training seminars
- b. Assists Recreation Superintendent and performs other related duties as assigned\*

**Specialized Knowledge, Skills and Abilities:** The Recreation Coordinator will be assigned to one department which requires the following unique sets of knowledge, skills and abilities (KSAs). These KSAs can generally be acquired through on-the-job training which occurs after the employee is hired.

**Required Knowledge, Skills and Abilities:**

- Knowledge of City of Oberlin policies and procedures
- Basic knowledge of local, state and federal government practices and procedures including public sector procurement, contract administration, recordkeeping and reporting
- Knowledge of standard business practices and procedures
- Knowledge of procedures regarding various committees and commissions
- Ability to take and prepare accurate meeting minutes
- Ability to plan, organize and coordinate details of projects and programs
- Ability to anticipate problems or issues
- Ability to establish and maintain effective working relationships with Superintendent, co-workers, other City employees and members of the public
- Ability to perform routine office procedures including typing, filing, answering telephones, copying, faxing, and business writing
- Ability to perform basic mathematical calculations including percentages and averages
- Ability to operate computer software to perform word processing, spreadsheet, database management and power point presentations
- Ability to research problems, collect and organize information and prepare summary reports of data and other information
- Ability to multi-task and perform with evolving priorities
- Ability to define problems, recommend effective solutions and draw valid conclusions
- Ability to communicate effectively in both verbal and written forms
- Ability to provide effective customer service
- Ability to demonstrate initiative in work environment
- Ability to troubleshoot routine equipment and software problems and determine when external support is required
- Ability to establish and maintain accurate and current records
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment
- Ability to see, hear, sit, stand for extended periods of time and operate standard office equipment including computer, telephone, fax/copy machines requiring manual dexterity
- Basic data entry and word processing skills

**Work Environment and Equipment Utilized:** Standard office equipment is utilized routinely in the job, and the work is performed in a typical office environment with adequate lighting, ventilation and temperature controls; as well as outdoors in various weather conditions. The employee may be required to sit or stand for extended periods, and perform routine physical tasks such as bending, squatting, lifting (< 20 lbs.) and reaching.

Employee Signature/Date

 06.16.09

Human Resources Signature/Date

 6/16/09

Appointing Authority Signature/Date

Reviewed by City Council: N/A

Supervisor Signature/Date

 6/5/09

Law Director Signature/Date

Reviewed by Civil Service Comm.: 06/03/09