



Recreation Coordinator I & II Job Description

Title:	Recreation Coordinator I & II
Immediate Supervisor:	Recreation Department Supervisor
Department:	Recreation
FLSA Status:	Full-Time; Benefited; Non-Exempt
Work Hours:	Hourly; As Assigned
Hiring Range:	\$ 20.00 - \$32.40/hour
Benefits:	Medical, Dental & Vision Insurance, PTO, Illness/Injury Leave, Holiday Pay, PERA Pension Retirement, Family Membership to the Recreation Center, & Worker's Compensation

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the Recreation Coordinator position. This position is “at will”, which means the District may terminate the employment relationship at any time and for any reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any reason.

Position Summary

The Recreation Coordinator I & II assists with performing a variety of duties and tasks as assigned by the Recreation Department Supervisor. The Recreation Coordinator I & II assists in the development, coordination, implementation, evaluation and supervision of recreation programs, activities, and special events on a year-round basis, collaborating with other recreation staff, administrative staff, and community partners to accomplish tasks. The Recreation Coordinator I & II works with various ages/groups to include tots, youth, adult, and active adult and must enjoy working in a team environment with a willingness to grow in the position.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Recreation Coordinator I & II and do not constitute an all-inclusive list. These duties and responsibilities establish a flexible, functional base from which the employee operates. The duties and responsibilities may also be modified with additions, deletions or changes as required in assisting and obtaining organizational goals and objectives.

Recreation Coordinator I

1. Satisfactorily perform responsibilities and tasks as assigned;
2. Develop, coordinate, oversee, implement and evaluate recreational programs/events;

3. Assist Recreation Supervisor with the development of staff schedule;
4. Attend department meetings;
5. Work, and direct others to work, in a safe manner, including the safe use of equipment, tools and materials consistent with the manufacturer or product directions or specifications, and use of industry accepted safe working methods and techniques;
6. Demonstrate capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations;
7. Participate in training opportunities that support the advancement of Recreation Coordinator level skills and responsibilities;
8. Work directly with volunteers and supervise/assist, as needed;
9. Assist with the management of the recreational equipment inventory;
10. Assist with the recruiting, retaining and recognizing volunteers for the district, working directly with and assisting, as needed;
11. Assist in developing, promoting and maintaining a wide range of volunteer opportunities within the organization;
12. Work independently on administrative or other duties as assigned;
13. Demonstrate initiative that supports the district's mission and core value statements;
14. Demonstrate comprehensive knowledge of, and compliance with the district's rules, policies and procedures, as contained in the district's handbooks and manuals.

Recreation Coordinator II

Perform the same duties as Recreation Coordinator I with the following additional duties:

1. Input revenue, expenses, and program data into the Recreation Analysis Report (RAR);
2. Assist Recreation Supervisor with division budget development and management, ensuring expenditures are within budget;
3. Oversee and direct work to part-time staff;
4. Assist in the training of other Recreation staff;
5. In the absence of a Supervisor/Manager or event supervisor, provide oversight to other employees and patrons; make basic decisions pertaining to patron inquiries and/or complaints; relay information to the appropriate management level.

Mandatory Qualifications and Requirements:

1. Must be 18 years of age;
2. Possess and maintain a valid Colorado Driver's License;
3. Possess at the time of hire/promotion or obtain within 90 days and maintain valid First Aid/CPR/AED certifications or able to obtain within the terms agreed upon at the time of employment/promotion to the position;
4. Shift availability considerations:
 - a. Works early morning, evening, split-shift, and/or weekend shifts
 - b. Works a variety of shift times; covers shifts on short notice
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job;
6. Possess skills in computer applications and programs.

Desired Qualifications and Requirements

1. Ability to write, read, speak and understands the Spanish language;
2. Event planning experience;
3. Experience dealing with various populations (youth, active adults, etc.)

Working Environment/ Physical Requirements

This position requires work in a variety of locations and conditions, including outdoor recreational areas and facilities, gymnasiums, pools and typical office environments.

1. A portion of this position will involve sedentary work in an office environment; however, the Recreation Coordinator also must supervise and instruct indoor and outdoor recreational programs and related functions and events in various locations, and under varying conditions;
2. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, reaching over head, reaching away from the body, and repetitive motion;
3. Must possess the ability to lift items up to thirty (30) pounds frequently and in excess of sixty (60) pounds occasionally;
4. Moderate physical activity under potentially adverse conditions will be required frequently;
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
6. Will be required to work in all weather conditions;
7. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, water, electrical currents, and high places;
8. This position will involve periods of high physical, mental and/or emotional stress.