



**POSITION NAME:** Recreation Program Coordinator

**REPORTS TO:** Parks and Recreation Director

**SUPERVISES:** Seasonal Employees, Contracted Program Instructors, Volunteers

**POSITION SUMMARY:** This position performs planning, implementation, coordination, and supervision of recreation programs, events and activities, including planning, scheduling and implementing recreational activities; recruits, coordinates and supervises the activities of program instructors, seasonal staff and program volunteers; prepares program budgets and monitors expenditures; administers the rental, scheduling, use and maintenance of recreational facilities; and performs related work as required.

**WORK HOURS:** This is a full-time position and will generally be 8:00 AM – 5:00 PM, but will require some weekends and evenings based on events and activities.

**ESSENTIAL JOB FUNCTIONS:** An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plan, manage and facilitate a wide range of community-based recreation and education programs.
2. Coordinate softball and other sports-based programs offered by the Township.
3. Develop, prepare and organizes plans and schedules for all programs and activities.
4. Work independently and be responsible for overseeing programs at designated locations such as parks and other public facilities. Includes setting up and take down at facilities and areas for special events, including weekends and evenings.
5. Collects activity and registration records and prepares program plans and requirements in advance for budgetary recommendations; prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.
6. Assist with the registration, data management and recordkeeping of program participants.
7. Assist with promotion and marketing of recreational and education programs and services, including printed materials, web site and social media.

8. Assist, coordinate and supervise instructors and volunteers involved in recreational programming.
9. Assist with custodial and maintenance services on park grounds and in park buildings, shelters, and other facilities as needed.
10. Prepare written documents, statistical reports, work orders, time sheets, schedules, press releases, brochures, calendars, program rosters, etc.
11. Communicate and work with individuals, community groups, and committees to stimulate interest and develop recreation program support, including fund-raising.
12. Performs other tasks as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES:** The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Minimum of a bachelor degree in Recreation, Leisure Management, or related field or an equivalent combination of experience (2 years) in recreation and training that provides the required knowledge, skills and abilities as outlined in this posting.
- General knowledge of and interest in public parks and recreation services.
- Knowledge of recreation activities for children, adolescents, adults and senior citizens.
- Skill in developing, planning, and overseeing a diverse number of public recreational programs and events.
- Skill in the methods and techniques for recreation facility maintenance and operations.
- Ability to understand, follow and complete oral and written directions.
- Ability to effectively communicate orally and in writing.
- Ability to work occasional weekends and evening hours.
- Professional work ethic and demonstrated ability to work with others in a positive manner; ability to work independently and adhere to schedules/deadlines.
- Must possess a Michigan driver's license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the*

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

Mobilities to work in an office setting, use of standard office equipment and stamina to sit/stand for extended periods of time; agility to participate in recreation activities; strength or lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

Work is mostly performed in an office setting. Outdoor and indoor programming requires work outside of the office setting and can include rough terrain, inclement weather, and loud noise.

REVISED: 4/4/22