

City of Dunedin, Florida
Class Description

JOB TITLE: Recreation Program Coordinator
Parks & Recreation Department

GENERAL STATEMENT OF JOB

Under general supervision, plans, organizes, schedules, implements and evaluates recreational programming in assigned area(s). Ensures that all City policies, procedures and safety regulations are followed at all times. Performs related professional and supervisory work as directed. Reports to the Recreation Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Supervises assigned employees and/or volunteers. Supervisory duties include scheduling; instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending disciplinary action.

Oversees facility operation.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Recruits, trains and supervises the work of volunteers.

Plans, organizes, schedules, implements and supervises recreational programming in assigned area(s).

Recreation Program Coordinator, Parks & Recreation Department

Plans and presents classes and/or workshops as required.

Coordinates program registration procedures.

Ensures that all City policies, procedures and safety regulations are followed at all times; protects the health and safety of all program participants and administers CPR and First Aid as necessary.

Provides information regarding programming to the public through the preparation of effective publicity materials.

Receives and responds to public inquiries, complaints and requests for assistance.

Supervises and coordinates the use of assigned facilities by outside individuals and organizations. Monitors all revenue and expenditures in areas of supervision; purchases required supplies and materials, and prepares all requested reports and records. Solicits donations and other support from businesses and organizations.

Coordinates programs and activities with other City departments, agencies, community organizations and the public as appropriate.

Coordinates programs and activities with other City departments, agencies, community organizations, and the public including but not limited to internship programs, staff training, manuals, marketing and sponsorship programs, benchmarking or other strategic planning initiatives.

Compiles data for and prepares required records and reports.

Acts as Staff Liaison to Various Community Boards/Organizations.

ADDITIONAL JOB FUNCTIONS

Performs routine office work as required, including but not limited to answering the telephone, typing reports and correspondence, copying and filing documents, conducting and attending meetings, entering computer data, preparing/processing mail, etc.

Performs related duties as required.

Recreation Program Coordinator, Parks & Recreation Department

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's degree in parks and recreation administration, physical education or related field with four years of experience in recreation administration.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Requires certification in CPR and First Aid.

Must possess a valid Florida driver's license.

May require other special certifications or licenses as applicable to assigned area(s) of supervision.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Recreation Coordinator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to plan detailed and complex programs and activities and implement same. Has knowledge of the principles, theories, practices and methodologies of parks and recreation planning and administration. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Recreation Program Coordinator, Parks & Recreation Department

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercising discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Is able to compile, organize and utilize various financial information necessary in the preparation of budgets, and knows how to monitor budgets.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to coordinate department activities with other City and County departments in order to accomplish goals and complete projects. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to train, assist, motivate and provide leadership to a diverse group of employees and volunteers. Is able to perform employee evaluations and to make recommendations based on results. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, two-way radio, and various special equipment according to assigned area(s) of programming.

Verbal Aptitude: Requires the ability to use a variety of reference, descriptive and/or advisory data and information. Has knowledge of proper English usage, grammar, vocabulary and spelling.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution. Is able to read and interpret complex materials pertaining to the responsibilities of the job.

Recreation Program Coordinator, Parks & Recreation Department

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA Compliance

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, animals/wildlife, harsh chemicals/cleaning agents, communicable disease, strong odors.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Parks & Recreation Director



8/10/16

Date