

RECREATION PROGRAM COORDINATOR

General Definition of Work:

FLSA Status: Non-Exempt

Performs intermediate technical work assisting with a variety of recreation activities and programs; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over volunteers and part-time aides.

Essential Functions/Typical Tasks:

Organizing recreation activities and programs, including programs for special needs participants; overseeing volunteers; enforcing rules and regulations.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Helps plan and organize special events such as banquets, carnivals, races, etc.
- Helps plan and organize senior programs.
- Plans and organizes programs for special needs participants.
- Organizes and oversees cheerleader program.
- Assists with the registration of participants in recreation programs.
- Assists with the scheduling of games and events.
- Trains part-time, volunteer, instructors, game officials and others with regard to City and department policies, class standards and rules.
- Supervises the conduct of participants involved in a variety of recreational activities.
- Enforces standards of discipline and conduct by program participants.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the methods and practices of community recreation work including knowledge of the equipment and techniques, relevant rules and regulations of social, artistic and craft(s) programs for children, youths adults or special needs participants; ability to instruct common recreational activities; ability to enforce rules and regulations; ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in therapeutic recreation, physical education or related field and some experience in athletic , physical education, or therapeutic programs.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of first-aid and CPR certificates desired, but not required at hiring; must be obtained during the initial six (6) months of employment. Successful completion of certified Parks and Recreation Professional (CRRP) exam preferred.
