



Job Title: Recreation Coordinator

Department: Williston Parks & Recreation

Status: Exempt

Benefits: Standard District Benefits are provided

Starting Salary Range: \$45,000- \$50,00 Annually DOE

- Adjustments are determined annually by the Executive Director

Supervisor: Recreation Manager

ESSENTIAL JOB DUTIES

- Perform a variety of professional and administrative work in planning, developing, scheduling, directing, promoting, and implementing a comprehensive year-round district-wide parks & recreation program to include: Youth & Adult Sports, Legion/Babe Ruth/Cal Ripken/Youth Baseball, Fast Pitch, Travel Volleyball, Special Events, Tournaments, Williston Area Recreation Center (The ARC), Raymond Family Community Center, Family Programming and assist with other Park and Recreation Activities/Facilities.
- Responsible for their program implementation which includes communication to participants, program design, and communication/training with part time instructors.
- Review and evaluate the success of their programs and make decisions for continuation or cancellation.
- Ensure recreation equipment is safe and maintained properly.
- Collaborated, communicates, and assists in scheduling use of all facilities.
- Communicates internally within the departments regarding program operations, facility maintenance, parks maintenance, and scheduling (organize cleaning and maintenance).

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/TASKS

- Prepares statistical and narrative reports at the end of each program for audit.
- Recruits, hires, trains, supervises, and evaluates and disciplines assigned part time, seasonal and contractual staff members and volunteers, and recommends employment, training and development actions.
- Responsible for revenue management, developing budget projections and monitoring revenues and expenditures for assigned programs, including specifying and purchasing materials and supplies.
- Assists with program registration, rosters, mailings, and collection of fees.
- Assists in preparation of grant applications and sponsorship requests to enhance recreation programs.
- Responsible for tracking, collecting, and submitting employee payroll for PT employees
- Evaluates and responds to customer suggestions for improved and/or additional services.
- Responsible for league scheduling, updating, and posting of standings on the Website.
- Works to ensure the overall safety and security of all staff, members, guests, and facilities.
- Substitutes as program instructor, referee, official or umpire as needed.
- Assist with the marketing and promotion of programs through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets, and all public relation materials.
- Assist with the management and operation of the Park District Website with updated information.
- May be required to physically set up programs.
- Miscellaneous duties and assignments as identified by the WPRD Executive Director, Program and Facilities Director, and/or Recreation Manager
- Perform related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION

- Effective organizational and interpersonal communication skills
- Evidence of superior written and oral communication skills
- Demonstrated leadership within groups (users and internally)
- Position requires high computer literacy.

- Microsoft PowerPoint and Microsoft Word/Excel proficiency preferred.
- Requires a high level of creativity and resourcefulness.
- Ability to manage multiple tasks with a variety of groups to include staff (full and part-time), volunteers, and public.
- Requires the ability to set and achieve goals through effective decision-making.

SUPERVISORY CONTROLS

- Supervises Recreation part time staff.

GUIDELINES

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific but may require some interpretation in application.

WORKING CONDITIONS

- Office with personal computer and access to printer
- The position will require some evening, weekend, and holiday work.
- Fast paced environment with multiple programs and facilities running throughout the year.
- General public contact is extensive.

REQUIREMENTS

- Bachelor's degree or higher in a related field, with a minimum of (1) one years' experience in a fitness related position in a fitness or recreational oriented business. Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Ability to work weeknights and weekends as needed.
- Ability to work with limited supervision.
- Proficient use of a computer for word processing, electronic communications, and automated programs for managing the facility is required.
- Must be at least 18 years old.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Ability to work weeknights and weekends as needed.
- Ability to work with limited supervision.
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees.
- Ability to effectively communicate verbally and in writing.
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field
- The knowledge and ability to manage multiple tasks.
- Current CPR Certification, or able to obtain within 6 months.
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated.
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.