



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Recreation Facility/Program Coordinator	DEPARTMENT: Park & Recreation
IMMEDIATE SUPERVISOR: Assistant Superintendent of Recreation	GRADE/RANK: 8 (Part-Time)
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Plans and supervises activities and participant use of Recreation facilities including the gym, BTW Community Center, performs program assistance to the department personnel and general public in the areas of program information, registration, and support.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Schedules and maintains a calendar of activities and events for facility use;
- Participates in organizing and overseeing of special events;
- Inspects conditions of equipment and facility for safety and reports equipment and facility maintenance needs;
- Enforces facility rules and regulations;
- Opens and closes recreation facilities ensuring security and safety guidelines are followed;
- Communicates effectively with children, teens and adults ensuring coordination of activities, standards of safety, security are followed;
- Works with volunteers and community groups to plan and oversee activities and events;
- Assists in the general maintenance and appearance of facility;

- Interprets departmental and City policies and procedures for employees and the public;
- Receives and accounts for cash receipts, maintains records of usage, incidents etc.;
- Represents the Recreation Department with proper decorum and exceptional customer service;
- Assists other staff in organizing, supervising and administering activities and events and;
- Performs other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Must possess a demonstrated ability to interpret policies and procedures, follow oral and written instructions, interact with individuals and groups of all ages and interests, and work multiple tasks simultaneously. Must have excellent customer service skills, basic computer skills and the ability to work independently in the absence of specific instructions. Have the ability to supervise, guide and enforce department policies, rules and regulations and establish and maintain effective working relationships with community organizations and volunteers.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

High School diploma or equivalent amount of training and experience. Classes or experience organizing and supervising recreation and/or athletic events.

SPECIAL REQUIREMENTS:

Position requires working nights, weekends and holidays.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work frequently requires the exertion of up to 20 pounds of force and occasionally of 50 pounds of force to lift and move objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Office work requires repetitive motions for keying information into computer or providing documentation and notes for recordkeeping. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for supervision of participants, report and incident writing and entering computer data and observing general surroundings and activities

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervises children, teens and adults in the use of facility and enforcement of regulations.

EXAMPLES OF EXPECTED DECISION MAKING:

Position is responsible for interpretation and application of department policies and procedures.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Recreation Facility/Program Manager will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Parks and Recreation and Chief Human Resources Officer

Revised Date: 2019