

## **RECREATION PROGRAM COORDINATOR**

### **Nature of Work**

This position is responsible for supervision, development, and operations of recreation programs within the Paris Parks and Recreation Department including Parks, Civic Center, Splash Pad and Outdoor Pool.

### **Illustrative Examples of Work**

- Develop, organize, initiate, plan, and supervise recreational programs for the City of Paris.
- Maintain and update files and records for Parks and Recreation Department.
- Plan new projects, procedures, and programs such as summer recreation and special events.
- Prepare and deliver presentations to a variety of committees, special interest groups, clubs, and associations.
- Participate in the development and implementation of goals, objectives, and policies for all Parks and Recreation programs and facilities.
- Identify opportunities and improve service delivery methods and procedures.
- Direct, coordinate and review the work plan for recreation programs; assign work activities and projects; monitor workflow; review and evaluate work products, methods, and procedures.
- Attend and participate in professional group meetings; be aware of new trends and innovation in the field of parks and recreation.
- Develop marketing material for programs, brochures, press releases and social media.
- Solicit contributions and sponsorships to support funding of programs and events.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as outlined in the employee handbook.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform related work as required.
- Manage part-time and/or seasonal employees to accomplish goals and objectives of programs.

### **Desirable Knowledge, Abilities and Skills**

- Ability to deal firmly yet tactfully with the public.
- Ability to perform custodial tasks, as needed.
- Ability to work on sport fields.
- Ability to communicate well both orally and in writing.

- Must be a Team player.
- Must have valid driver's license.
- Must have proficient computer skills.
- Must be able to communicate with the public effectively and professionally.

### **Physical Requirements**

- Must be able to operate a variety of recreational / sporting equipment and office machines such as a computer, telephone, and photocopier machines
- Must be able to perform light custodial tasks at facilities such as picking up trash around the facilities and in and around restrooms.
- Must be able to exert up to 20 pounds of force occasionally.
- Must be able to: kneel, run, crouch, crawl, walk, stand, sit, reach, lift, grasp, feel, talk, hear, and complete repetitive motions.
- Worker is required to have visual and hearing acuity to determine neatness and to make general observations of facilities and structures for the safety of others.
- Worker is substantially exposed to adverse environmental conditions while working outdoors in rain, heat and/or cold.

### **Desirable Training and Experience**

Graduation from an accredited college or university with major emphasis in Recreation Administration or Physical Education. Bachelor's Degree required with customer service or related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skill, and abilities for this position.

Must be knowledgeable in recreational sports. Must have computer knowledge and be able to use recreational software to access online reservation system for rentals and programming. Must be willing to work flexible hours.