

RECREATION COORDINATOR – Marion Oaks

MAJOR FUNCTION

This is an administrative support position assisting the Marion Oaks Community Center in all areas from development and inception of recreational programs for youth activities to administering and coordinating community events.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Plan, develop, administer and promote recreation programs and special events for the Marion Oaks Community Center.
- Conduct recreational programs such as sports, craft, and special activities.
- Coordinate with community groups for events and activities.
- Monitor activities of the center and enforce all rules and regulations of the facility.
- Develop event activities with input from community. Coordinates logistics of programs.
- Performs clerical duties related to youth activities.
- Develops and performs activities to market and promote youth programs. Includes providing a calendar of events.
- Researches products/services and procures materials for games, parties and events.
- Maintains accurate inventory (quarterly) of equipment and supplies.
- Assesses equipment needs and presents budget recommendations as appropriate or as requested.
- Performs opening and closing of facilities as needed.
- Provides membership service to new members, renews current memberships, issues ID cards and cub activity cards as needed.
- Assists with policy enforcement for activities as needed.
- Assist other center staff as needed including performing landscape care and minor maintenance.
- Required to report to work at the appointed hour, as scheduled, and to work the entire

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assigned schedule.

SECONDARY FUNCTIONS

- May be required to maintain logbooks and non-technical reports.
- May receive customer complaints and refer to appropriate person for resolution.
- Immediately reports any dangerous or unsafe condition.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position has no supervisory responsibilities.

EDUCATION. EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

High School diploma or general education degree (GED); one year related experience and or training in recreational programs particularly in recreational activities for youth and adults; or equivalent combination of education and experience.

Licenses

Valid Florida driver's license.

Certificates

Valid CPR certificate.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

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- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to effectively present information to public groups, and/or boards.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Ability to apply all policies and procedures to the implementation of a youth or adult recreation program including formulation of events, procedures and methods.
- Ability to provide the Advisory Board and Staff Liaison with a detailed monthly report outlining what events and programs went on for the month.
- Ability to work directly with customers, other department staff, and the Advisory Board, as an entity and different age groups and ethnic backgrounds on an almost daily basis.
- Ability to work with outside vendors and suppliers that may play an important role in the youth activities that are held or proposed for the community.
- Ability to work with existing Community Center staff on a daily basis, using their expertise and knowledge to implement programs for the adults and youth of Marion Oaks.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

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Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, laminating machine, and other general office equipment, as well as drive a vehicle, in the completion tasks. When applicable to functional area of assignment, employees must use light grounds maintenance and custodial equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and to lift up to 25 pounds; will regularly be required to sit, use hands to finger, handle or feel; and will frequently be required to talk or hear. Vision requirements are close, distance, color vision, and peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will regularly be required to work in outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 5/2004

Pay Grade: 10

Job Description Number: 6075

Category: 6

Status: NE