

Job Title: Recreation Coordinator
Reports To: Town Administrator
Supervises: None
Position: 25 Hours a Week- Part-Time (Flexible) (Ends June 30, 2024)
Pay: \$25.00/hr
FLSA Status: Non-Exempt

Job Summary:

Under the general supervision of the Town Administrator and Mayor, is responsible for the supervision, coordination, planning, development, and evaluation of community recreation programs for the community.

Requires responsibility for analyzing community and group recreational needs, selecting and adapting programs to meet those needs, procuring the materials and resources necessary for implementing recreation programs, and making the most effective use of the facilities and staff. This position is part-time and has flexible hours.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

Qualifications: The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. Requirements include the following:

- Prepares monthly recreation program recommendations; implements programs upon approval of Supervisor; reviews and prepares general recreation program policy recommendations.
- Maintains the Site Emergency Action Plan and coordinates periodic safety inspections and maintenance of facilities and grounds.
- Prepares daily, weekly, and seasonal schedules of events and activities of assigned community recreation center; plans, organizes, and coordinates special programming such as sports tournaments and holiday events, and manages volunteers to assist with activities and events.
- Monitors expenditures, and compiles data on events and activities.
- Compiles statistical data and prepares reports on attendance, facility use, and budgeted expenditures.
- Assists in plans, designs, and coordination of the production of marketing tools such as brochures and fliers; prepares press releases and news articles for community papers; prepares agendas and presentations for community meetings.
- Assists in pursuing additional resources for programs through solicitation of donations and other fund-raising activities in coordination with town staff.
- Conducts informational meetings with staff, and volunteers concerning policies, procedures, rules, and regulations related to their specific assigned activities at a community recreation center.

- Approves the use of the facility by outside groups and ensures that they adhere to department policies and procedures.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Knowledge of: planning, administering, evaluating, and coordinating recreation and community services; principles and practices of multipurpose facility management, operation, and supervision; budget practices; modern office procedures, methods, and equipment including computers; principles of business letter writing and basic report preparation.

Ability and Skill to supervise, direct, and coordinate the work of volunteers; coordinate and oversee the usage of assigned recreational facilities; elicit community and organizational support for the assigned community recreation center; interpret and explain City recreation program policies and procedures; recognize and address the needs of conflicting and competing recreation patrons in the community; establish and maintain effective working relationships with those contacted in the course of work, community stakeholders, community recreation center patrons, and town staff.

Additional Information

Town of Colmar Manor does not discriminate on race, color, religion, sex, age, orientation, national origin, or disability.

TO APPLY: Send a cover letter and resume, to Greg Holcomb, Town Administrator, gholcomb@colmarmanor.org.

CLOSING DATE: Open until filled