

Recreation Co-Ordinator

Posting Date OPEIU 9-12-18

Department: Recreation
Supervisor: Recreation Director
Bargaining Group: Yes
FLSA Status-Non-Exempt
Hours: 8:30 am to 4:30 pm
Lunch Hour: 12:00 – 1:00
Starting Salary \$35,000.00

Under general supervision from the Recreation Director assists Recreation Director in planning, developing, coordinating and implementing recreation and athletic programs

DESCRIPTION OF DUTIES:

Perform field preparation duties for sports and other programs as needed (e.g. baseball, softball, tournaments, competitions, etc.)

Perform set up of tables, sports equipment, chairs for classes and programs

Maintains inventory of supplies and equipment; ensures the proper use of equipment. Coordinate with volunteers to distribute supplies and equipment for recreation programs.

Assist Recreation Director with park inspections and safety issues.

Make safety checks on the facilities and report and/or eliminate hazards to ensure complete safety of the patrons

Assist Recreation Director in planning, promoting, developing and evaluating recreation and athletic programs.

Update Recreation Community Pass Calendar of all practices and games

Prepares operational, statistical, and analytical reports on recreation programs, facilities and special events; collects and summarizes statistical data for reports.

Manage facility day to day operations and maintenance including equipment and supplies needed (stock recreation facilities, prep work for recreation events and activities, banners)

Provide clerical support, program registration, answer telephone, and maintain correspondence and respond to public inquiries.

Perform related duties as required

Attend Recreation Committee Meetings

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Physical Demands and Work Environment

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions.

Game day set up requiring the ability to lift 75 pounds. Will be responsible for Raking, lifting, pulling, limited field lining, operating utility vehicles and all other needs of game day operations. Must be familiar with operating various pieces of athletic equipment

KNOWLEDGE AND ABILITIES:

Knowledge of safety practices and procedures as they relate to various recreational activities.

Ability to plan and conduct effective instructional tasks.

Ability to promote and organize recreation programs.

Ability to identify potentially dangerous or hazardous situations.

Ability to learn to utilize various types of computer programs and software utilized In the Recreation Department

Ability to work under stressful situations, ability to stay calm; have excellent problem-solving skills

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

ACKNOWLEDGMENT

I Acknowledge that I have read the job description and requirements for the Recreation Coordinator and certify that I can perform these functions:

Signed: _____

Date:

*Management has the right to add or change these duties of the position at any time