

**HIGHLAND VILLAGE
CLASS DESCRIPTION
March 2014**

POSITION TITLE: RECREATION COORDINATOR

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to perform a wide variety of functions for the city's Parks & Recreation Department, including planning, promotion, organization, and implementation of recreational programs to include classes, speakers, trips, special events, social activities, and services for the department's customers including senior citizens. This position is responsible for preparing marketing plans and promotional literature for and planning, organizing, implementing and registering participants for a variety of recreational programs, activities and special events, as well as assisting in managing and updating the department's website, soliciting sponsorships for programs, and finding outside funding sources for various recreational programs and activities. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Plans, develops, organizes, directs, supervises and executes assigned recreational programs, special events, and activities, including finding outside sources of funding and sponsors for various programs, activities and special events.

Recruits independent contract instructors to teach recreational classes and programs and coordinates scheduling, making necessary facility arrangements. Registers participants in various recreational programs, including assessing and collecting registration/user fees.

Tracks and reports revenue and expenses related to assigned recreation programs and events.

Works with local and national organizations in developing sponsorships and/or partnerships.

Solicits, organizes, and evaluates volunteer representatives for recreational programs, special events, and activities.

Serves as liaison to volunteer agencies, associations, public schools, organizations, and agencies in implementing and establishing recreational activities; assists as assigned with the City's special event review and approval process.

Hires and supervises volunteers and temporary employees.

Prepares catalogues, brochures, programs, flyers, and other marketing **materials**. Writes press releases, advertisements, and reports.

Assists in managing department website and ActiveNet website and maintaining information.

Maintains equipment and supplies as related to assigned programs and activities and ensures that the facilities and equipment are properly cleaned, stored and maintained on a daily basis, assists with light custodial duties as needed.

RECREATION COORDINATOR

Assists in preparation and management of the annual budget including maintaining financial records of assigned recreational activities, classes, and special events; prepares weekly, monthly and annual reports as requested.

Coordinates the daily operation of the Robert and Lee DuVall Center during assigned recreational program hours including opening, closing, scheduling activities, coordinating meals and snacks for Senior program, set up and cleaning up for and after activities.

Prepares and presents presentations to City Council and Parks and Recreation Advisory Board.

Serves as a back up to the Parks and Recreation Administrative Assistant in their absence for the operation and management of the reception area to include answering phones, taking registrations and making purchases.

Represents city at community functions.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Public Recreation or related field; supplemented by four (4) years of work related experience. Requires excellent organizational skills, sound written and verbal skills, ability to perform multiple tasks, and work as a part of a team. Ability to carry out a broad range of assignments with minimal guidance and supervision.

Must possess or be able to acquire First Aid and CPR certification within the first three (3) months of hire date.

Valid Texas driver's license is required, and must have or be able to obtain a Class B CDL with passenger endorsement within three (3) months of hire date.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

RECREATION COORDINATOR

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate, and monitor the functioning of equipment, machinery, tools, and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of descriptive date and information, such as agendas, correspondence, budgets, policy and procedure manuals, and purchase requisitions.

Mathematical Aptitude: Requires the ability to add, subtract, multiply, and divide; calculate decimals and percentages.

Written Skills: Requires the ability to prepare comprehensive reports.

Functional Reasoning: Requires the ability to apply principals of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and /or pulling of objects and materials of light weight. Tasks involve extended periods of time at a keyboard or work station. Tasks involve the occasional performance of moderately physically demanding work involving some combination of bending, kneeling, crouching, and crawling, and that may involve the lifting carrying, pushing, and/or pulling of moderately heavy objects and materials (5 - 30 pounds).

Sensory Requirements: Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Environmental Factors: Tasks are occasionally performed with exposure to adverse environmental conditions.

Salary: \$22.52 Base

Highland Village, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Highland Village, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with Human Resources.