

Summer Recreation Coordinator Job Description

NATURE OF WORK

The employee in this part-time position is involved in the planning and supervision of all summer activities. The coordinator will provide all individuals with adequate opportunity to participate in the activities. The position also involves the direct supervision of all participants in the program with the general public regarding activities associated with the specific program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The coordinator of each program is directly responsible to the Director of Cemeteries, Parks & Recreation. Duties of the position include, but are not limited to:

- Daily responsibility of children during program hours
- Ability to delegate responsibilities when appropriate
- Ability to be flexible and able to adapt to a variety of occurrences
- Ability to provide discipline for program participants as needed
- Responsibility for all equipment utilized in program
- Maintenance of daily attendance and a weekly summary of programs
- Implementing new activities within program
- Responsibility for proper care of facilities being used
- Maintaining weekly contact with Recreation Director
- Completing program evaluations at the end of the summer
- Maintaining level of professionalism and a positive attitude toward participants, parents as well as other staff members
- Other duties to be assigned

DESIRED MINIMUM QUALIFICATIONS

Experience:

- (A) Must be at least fifteen years of age.
- (B) Must have experience working with children and the ability to communicate with adults and other staff.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of activity being taught as well as knowledge of the equipment and facilities needed for the operation of the program being offered.
- (B) Ability to develop, coordinate and direct varied activities involved in a community recreation program. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public. Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

First Aid and CPR certification.

PERSONAL PROTECTIVE EQUIPMENT PROVIDED

First aid kit and rubber gloves will be provided by the department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. On occasion the employee must lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.