

## **RECREATION SERVICES COORDINATOR**

### CLASS DESCRIPTION

#### General Responsibilities:

This is responsible supervisory and administrative work in planning and directing various programs within the City Parks Division, to include kiosk vending, winter facilities, and the boat launch program. This position will also be responsible for coordinating and implementing major Parks Division community events, such as "Ride the Drive," community nights and other events. This work, under the general supervision of the Community Services Manager, is characterized by independent judgment and discretion in planning for and directing recreational service activities consistent with established programmatic objectives and applicable Parks Division policies.

#### Examples of Duties and Responsibilities:

Plan, direct, monitor and evaluate the operations, administration and staff of the Recreation Services Section, to include: concession services, ski/ice skate rentals, and boat launch, moorings and storage programs.

Coordinate and implement major special events sponsored by the Parks Division. Manage logistics of events with other City, county, and/or state agencies. Develop partnerships and sponsorships with area businesses/neighborhood groups/organizations. Manage budget and finances associated with special events. Evaluate special events upon conclusion.

Hire, train, discipline and discharge permanent and seasonal employees. Meet with subordinates to coordinate information, plan and set priorities, resolve problems and delegate/assign and review work responsibilities. Respond to employee grievances.

Develop and manage volunteer opportunities within the Parks Division and in the community, including for special events. Develop contacts with various organizations in the City to obtain volunteers, plan for the effective utilization of park facilities and volunteer opportunities, and respond to inquiries regarding volunteers. Coordinate work of volunteers at various parks facilities, including neighborhood maintenance of ice rinks. Initiate and/or recommend program enhancements. Manage a database of volunteers.

Coordinate inter-agency communications relevant to recreation service program considerations (e.g., with Dane County, State agencies, other City departments, etc.). Administer and monitor contract provisions.

Participate in administrative/supervisory management team meetings to resolve park operational problems and receive/perform special work assignments. Represent the section at committee, commission and other meetings as appropriate.

Perform related work as required.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Thorough knowledge of business administration theories, practices, procedures and techniques pertinent to recreation and parks administration. Thorough knowledge of the principles and practices of public service program planning. Working knowledge of marketing, advertising, promotional, and public relations theories, techniques and practices. Ability to plan, direct, and monitor the services and administration of community development programs and related activities. Ability to plan, assign, and review the work of lower-level staff. Ability to direct and monitor the activities of a large number of volunteer and seasonal PT employees at various locations. Ability to maintain effective working relationships with user groups, the general public, co-workers, inter-governmental representatives, etc. Ability to communicate effectively both orally and in writing. Ability to develop creative, cooperative promotional ideas and campaigns and promote them to local media and business representatives. Ability to conduct related marketing and financial analysis. Ability to perform programmatic and financial/cost analysis. Ability to represent the Parks Division in community relations activities. Ability to work a varied schedule, including weekend, evenings and holidays. Ability to work outdoors in adverse weather conditions. Ability to maintain adequate attendance.

### Training and Experience:

Three years of responsible leadership experience in directing varied recreation or large scale community programs (or similar service) programs that emphasize programming or volunteer coordination responsibilities. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's degree in recreation, parks administration, business, marketing, tourism, event planning, public relations or a related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

### Necessary Special Qualifications:

Possession of a valid driver's license.

### Physical Requirements:

Employees in this position will be required to lift objects weighing up to 50 pounds and must be capable of lifting heavier objects with another employee. This position requires a high percentage of work outdoors in all types of weather while walking, sitting, or standing for long periods of time.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Public Works/Parks Division	18	08

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date