

## CITY OF MADISON POSITION DESCRIPTION

**1. Name of Employee (or "vacant"):**

vacant

Work Phone:

**2. Class Title (i.e. payroll title):**

Recreation Services Coordinator

**3. Working Title (if any):**

**4. Name & Class of First-Line Supervisor:**

Steven Doniger – Community Services Manager

Work Phone: 266.6517

**5. Department, Division & Section:**

Public Works Parks Division

**6. Work Address:**

210 Martin Luther King JR. Blvd. #104

**7. Hours/Week: 7.75/38.75**

Start time: 8AM End time: 5PM

**8. Date of hire in this position:**

N/A

**9. From approximately what date has employee performed the work currently assigned:**

Position is vacant

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**10. Position Summary:**

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.

**11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)**

- 40%      A.      Coordinate and administer significant community programs sponsored by the City of Madison Parks Division.

1. Coordinate major community programs, including but not limited to, Ride the Drive, community nights, Parks Celebration Days, scavenger hunt, movie and splash night at Goodman, and the junior triathlon.
2. Coordinate with other City, County, and/or State departments on logistics
3. Develop partnerships/sponsorships with business, neighborhood groups and the like
4. Manage budget and finances associated with multiple programs
5. Organize, train and evaluate volunteer and seasonal PT staff
6. Develop follow-up/review process

25% B. Create and manage volunteer opportunities within the Parks Division and for community events.

1. Develop and facilitate community outreach (volunteer) programs.
2. Respond to inquiries/from various user groups, individual citizens and other departments or agencies
3. Work with user groups to plan for the effective utilization of recreation facilities and services.
4. Develop policies and procedures relative to standard Parks volunteer opportunities.
5. Communicate standard Park volunteer opportunities to outside organizations and ensure compliance with policies and procedures.
6. Manage data base of volunteers.
7. Oversee volunteer maintenance of ice rinks by neighborhood associations.

8% C. Establish business practices and manage multiple winter facilities.

1. Manage winter Parks facilities such as outdoor ice rinks and cross country ski operations.
2. Establish business practices for cash handling, customer service, emergency procedures, etc.
2. Hire, train, evaluate and discharge seasonal PT staff.
3. Coordinate concession sales and rentals and ski/skate rentals.
4. Coordinate marketing activities with Parks Division staff.
5. Establish marketing outcomes and winter facility goals.

25% D. Supervise and coordinate Park Ranger Program

1. Supervise Recreation Assistant staff (75%) and PT seasonal staff including hire, train, schedule, evaluate and discipline.
2. Respond to employee grievances.
3. Supervise and manage park rules enforcement i.e. tickets for – vending, boat launch, parking, winter ski, etc.
4. Handle appeals of citations issued by Rangers.
5. Establish best business practices for cash management of kiosk vending areas.

2% E. Perform administrative duties within the Parks Division.

1. Participate in administrative/supervisory management team meetings.
2. Represent the section at committee, commission and other meetings as assigned.
3. Assist with other Community Service programs and outreach as assigned.
4. Perform other duties as assigned.

## 12. Primary knowledge, skills and abilities required:

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.

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**13. Special tools and equipment required:**

N/A

**14. Required licenses and/or registration:**

Possession of a valid driver's license

**15. Physical requirements:**

Must have the ability to lift objects (50 lbs), stand and sit for long duration of time, work outdoors in varied (extreme) weather conditions

**16. Supervision received (level and type):**

Independent work that requires leadership and sound judgment  
Supervision of staff – Recreation Assistants (2 staff at 75%)  
PT Rangers (4-6 PT seasonal staff)  
Parking Attendants (2-3 seasonal staff)  
Winter Facilities Staff (10-16 seasonal staff)

**17. Leadership Responsibilities:**

This position:  is responsible for supervisory activities (Supervisory Analysis Form attached).  
 has no leadership responsibility.  
 provides general leadership (please provide detail under Function Statement).

**18. Employee Acknowledgment:**

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

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EMPLOYEE

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DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

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SUPERVISOR

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DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.