

## **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 coordinating and implementing major community events and/or programs, such as “Ride the Drive,” “Meet and Eat,” arts and crafts shows, community nights, aquatics, rangers, and other events to include volunteers, community gardens, farmer’s markets and adopt-a-‘spot’. Create, organize, implement and lead new (or continuing) recreation programs and special events; and, promote interest in recreational and healthy lifestyle activities. 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:

Coordinate and administer significant community programs sponsored by the City of Madison Parks Division. Coordinate major community programs, including but not limited to, Ride the Drive, Meet and Eat, arts and crafts shows, community nights, Parks Celebration Days, movies in the park, community gardens, farmer’s markets, Aquatics section including Goodman Pool and eleven beaches, rangers, and adopt-a-‘spot’ programs. Coordinate with other City, County, and/or State departments on logistics. Develop partnerships/sponsorships with businesses, neighborhood groups and other community groups. Manage budget and finances associated with multiple programs and staffing. 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. Develop follow-up/review process for recreation programs and special events.

Assist with the creation and management of volunteer opportunities within the Parks Division and for community events. Assist with the facilitation of community outreach (volunteer) programs. Respond to inquiries from various user groups, individual citizens and other departments or agencies. Work with user groups to plan for the effective utilization of recreation facilities and services. Assist to develop policies and procedures relative to standard Parks volunteer opportunities. Communicate standard Park volunteer opportunities to outside organizations and ensure compliance with policies and procedures. Oversee volunteer maintenance of ice rinks by neighborhood associations. Organize, train and evaluate volunteer and seasonal staff.

Establish business practices and manage multiple programs, events and facilities. Manage Parks facilities during recreation programs and events. Establish business practices for cash-handling, customer service, emergency procedures, etc. Coordinate concession sales and rentals and ski/skate rentals.

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

Assist with coordination of marketing and promotional activities related to programs and events; along with working and supporting Parks Division staff. Establish recreation program goals, cost-recovery and outcomes.

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

Perform other duties as assigned.

## 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. Working knowledge of and ability to use computer software applicable to the duties of the position. 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:

Generally, positions in this classification will require:

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.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Possession of a valid driver's license.

Certified Park and Recreation Professional (CPRP) preferred, or ability to obtain certification within two (2) years of employment. Failure to obtain the required certification may result in forfeiture of the position, absent extenuating circumstances.

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