

MCCPRA Recreation Services Coordinator

JOB DESCRIPTION

POSITION SUMMARY

Under limited supervision, performs supervisory and recreational work in supervising and implementing comprehensive recreation program for the organization. Work involves providing quality recreation services; Ordering equipment needed for the various services; communicating the Park and Facility Maintenance Director to ensure awareness of game and practices; monitoring games and practices; making deposits for participation and game fees; working with outside agencies in renting facilities; and supervising part-time staff, umpires, and scorekeepers. Reports to the Athletic Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises division employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.
- Advertises the various services offered throughout the year through social media, newspapers, radio, telephone, and face-to-face contact.
- Ensures the office is covered; answers telephone calls and walk-ins.
- Organizes the registration.
- Examines equipment to verify if safe; orders equipment and supplies as needed.
- Supervises the practices and games. Trains Assistants to ensure work is per established standards. Trains part-time staff for umpiring and scorekeeping during the season.
- Prints part-time work schedule.
- Coordinates use of facilities by outside organizations.
- Monitors tournaments held by outside agencies; verifies the use of outside agencies during the year.
- Conducts coach, umpire and parent clinics for the various sports offered.
- Prepares postseason brackets for tournaments.
- Produces information for flyers for the various recreation services offered.
- Receives bids for various maintenance needs; prepares bids for various equipment needs.
- Receives and/or reviews various records and reports such as budget, requisition forms, equipment checkout, and bids for various equipment and supplies.
- Prepares and/or processes a variety of documentation such as monthly reports, rosters and rules, schedules, post season brackets, and equipment count sheet.
- Refers to rule books, equipment books, bid lists, schedule books, policy and procedure manuals, codes / laws / regulations, publications, and reference texts, etc.
- Operates a vehicle and a variety of equipment and machinery such as painters, field brooms, pitching machine, chalkers, computer, etc.

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- Uses a variety of tools such as tape measure, wrenches, screwdrivers, t-square, stapler, standard office tools, etc.; a variety of supplies such as string, paper, chalk, paint, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Office, etc.
- Interacts and communicates with various groups and individuals such as Executive Director, coworkers, other division heads and staff, sponsors, umpires, coaches, parents, and the general public.
- Assists other departments.
- Performs various administrative tasks as required, including preparing reports and correspondence, entering, and retrieving computer data, copying and filing documents, reviewing professional journals, returning telephone calls, attending and conducting meetings, answering the telephone, etc.
- Performs related duties as required.
- Provides support to other agency divisions in support of special events, programs and services.
- Provides leadership and direction to supporting staff through feedback, coaching and employee development.
- Provides oversight of financial management of division, including developing and managing budgets, revenue and expense projections, cost analysis; and identifying ways to maximize resources.
- Contributes to preparation and refinement of capital improvement program budgets.
- Maintains effective relationships with other government agencies, user groups, partners and the general public.
- Coordinates with multiple agencies, departments, and jurisdictions for service-related activities; represents the agency on projects and community initiatives.
- Analyzes performance of the division through the use of data and technology support; develops and monitors key performance indicators to assess the performance of the division.
- Ensures efforts in sustainable practices throughout the division and Authority.
- Participates in agency commitment to safe practices for the public and employees; ensures departmental compliance with state and federal environmental regulations, Occupational Safety and Health Administration (OSHA) laws, risk management policies and emergency operations.

MANAGEMENT RESPONSIBILITIES

Directly supervises employees. This position is responsible for the overall direction, coordination and evaluation of direct reports, as well as the leadership of the overall facility maintenance division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; providing feedback and coaching, appraising performance; and resolving issues.

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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of maintenance management, work order and asset management systems
- Skill in implementation of maintenance standards
- Ability to understand the development, monitoring, and analysis of financial reports
- Skills related to creating strategic direction and work plans for a business unit
- Basic computer knowledge and understanding of business applications of various technological tools, systems, and advances, including Microsoft Office
- Demonstrated leadership experience
- Skill in teaching, coaching, and providing feedback to staff
- Skill in creating team-based approaches to work and development of a team approach of the organization's divisions
- Knowledge of customer service systems and delivery of park and recreation services
- Ability to read, analyze and interpret technical journals, financial reports, and legal documents
- Ability to forge effective relationships with community organizations, businesses, and individual community members
- Ability to interpret and analyze data and use data for effective decision making
- Skill in communicating with the public, elected officials, and staff.
- Food/beverage operations at Jim Buck Goff Park, Knuck McCrary Park, H20 and Magnolia Park facilities.
- Hire, train, schedule, and evaluate part-time staff for efficient food/beverage operations.
- Maintain high sanitation/hygiene expectations.
- Recommend, purchase, inventory, prepare, sell, and service food items at above facilities.
- Insures good inventory and monetary control at concession facilities
- Exhibit a high degree of customer service skills and positive attitude with staff and customers.
- Interview, select, supervise, and train the part-time support staff, set schedules, maintain sanitation/hygiene levels with county standards, coordinate purchase and delivery of products, prepare and sell food items, oversee inventory control, and supervise concession equipment and facility maintenance.

PREFERRED EDUCATION AND EXPERIENCE

A bachelor's degree in park management, recreation or a related field, and eight years of progressive management experience or supplemented by three (3) years of progressively responsible management experience in parks, recreation, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A valid state driver's license is required.

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, stand, sit, talk or hear. The employee is frequently required to use hands to handle or operate objects or use tools, such as a computer or controls; and reach with hands and arms. The employee is occasionally required to

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climb or balance, stoop, kneel, crouch, or crawl. Sufficient vision, hearing and stamina to perform the above functions are required. The employee must occasionally lift and/or move objects up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee works indoors and outdoors and is frequently exposed to outside weather conditions. The employee works near moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.

MCCPRA is a drug free workplace. All employees are subject to a criminal background check.