



**PARKS & RECREATION COORDINATOR**

Department:	<b>Public Works – Parks &amp; Recreation</b>	Revised Date:	<b>April 2016</b>
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**GENERAL PURPOSE:** Under general supervision, plans, coordinates and supervises recreation programs and activities for the Town of Camp Verde Parks & Recreation Division.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and plans recreation programs for the Parks & Recreation Department; programs include adult’s and children’s programs, recreation and skills classes, special events, community activities, Heritage Pool and sports programs. Monitors participation in Town’s recreation programs, tracks services provided, controls expenditures and recommends program changes.
- Trains and coordinates the work of volunteers and part-time staff; monitors activities to assure that staff maintain clean and safe recreation venues and events, and adhere to policies and procedures for efficient and safe operations; develops event schedules. Supervises program participants, and enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior and resolves issues; monitors program activities, and assists participants in recreation activities and special programs. Reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Oversees or sets up and takes down equipment and prepares venue for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to coordinate, promote and conduct program activities; manages and coordinates special projects and special events as directed.
- Supervises the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and identifies conditions needing repair or maintenance; produces work orders and coordinates with maintenance staff relating to facility use, maintains administrative records.
- Schedules reservations for the use and rental of Town facilities; ensures that the facility users provide the proper insurance coverage, schedules field lights for sports, signs out & in keys and other equipment, and processes annual facility use agreements and other paperwork & records.
- Accepts program registration paperwork; receipts funds for registration and fees; appropriately compiles registration and revenue paperwork according to direction and procedures.
- Performs other related duties as assigned or required.

**MANAGERIAL RESPONSIBILITIES:**

Supervises volunteers and part-time staff.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school diploma or GED equivalent; AND two year's parks and recreation program experience; OR an equivalent combination of education and experience. Associate Degree in Recreation, Business or Public Administration is preferred.

**Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

**Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Division.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Purpose, use and benefits of municipal recreational activities.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.
- Federal, State and Town rules and regulations governing public events.
- Record keeping and analysis principles and procedures.

**Required Skill in:**

- Using initiative and independent judgment
- Supervising and controlling recreation activities and participants.
- Coordinating work activities and training part-time recreation staff and volunteers.
- Working effectively with others to develop solutions for problems
- Promoting and enforcing safe work practices.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Establishing and maintaining effective working relationships with co-workers, partner agencies and the public.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Communicating clearly and concisely, both verbally and in writing.

**Physical Demands / Work Environment:**

- Work is performed in a standard office environment, as well as indoors and outdoors during all weather conditions at Town recreation facilities, venues and off-site locations and includes nights and weekends; required to perform moderate physical work, and lift and carry up to 50 pounds.