



## **Parks & Recreation Program Coordinator Job Description**

**Adopted- 02.13.2023**

**Amended- 08.15.2023**

**Position Summary:** To perform a variety of coordinator duties associated with the Blissfield Park and Recreation Department including but not limited to establishing and overseeing recreation programs and events, managing volunteers and staff for said programs and events and making recommendations on improvements to all programs and facilities.

**FLSA Status:** Non-Exempt

**Reports to:** Village Administrator

**Supervises:** N/A

**Essential Job Functions:** An employee in this position is required to perform the following essential functions, with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Plan, organize, and implement recreation programs by overseeing a variety of sports and recreation programs, and ordering supplies needed by the programs. Any modifications, additions, or removal of programs must be approved by the Parks & Recreation Advisory Board.
2. Work independently and be responsible for overseeing programs at designated locations such as parks, school facilities, baseball/softball fields and other public facilities. Includes setting up and take down at facilities and areas for special events, including weekends, holidays, and evenings.
3. Communicate with Village staff to better serve the public by sharing information such as schedules, rules, registration forms, etc.
4. Prioritize job tasks and complete them within specified time frames meeting deadlines.
5. Prepare written documents, statistical reports, work orders, time sheets, schedules, press releases, brochures, calendars, program rosters, registration forms, program rules, etc.
6. Collects activity and registration records and prepares program plans and requirements in advance for budgetary recommendations; prepares reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.
7. Maintain supplies, equipment, and materials in support of athletic and recreation programs.
8. Perform necessary manual labor and skilled tasks that may require lifting heavy objects, stooping, bending, and twisting.

9. Develop, prepare, and organizes plans and schedules for all programs and activities.
10. Schedule volunteer coordination meetings with coaches, umpires, referees, participants, and others to establish clear expectations and goals.
11. Ensure proper payment to temporary non-volunteer staff (i.e., referees, umpires, etc.).
12. Communicate and work with individuals, community groups, and committees to stimulate interest and develop recreation program support, including fund-raising.
13. Attend meetings and act as Parks & Recreation Board Secretary.
14. Work with members of the Blissfield Parks & Recreation Advisory Board.
15. Maintains records on program activities, attendance, and other pertinent information.
16. Perform other such duties as may be assigned.

**Minimum Qualifications and Required Knowledge, Skills, and Abilities:** The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position. Requirements include the following:

1. Knowledge of the principles, practices, and methods of recreation management.
2. Knowledge of recreation activities for children, adolescents, adults, senior citizens, and special patrons.
3. Skill in the use of common computer programs and office machines, including Microsoft Office, Publisher, Power Point, Excel, and athletic scheduling software.
4. Skill in developing, planning, and overseeing a diverse number of public recreational programs and events.
5. Ability to communicate and establish rapport, understanding and confidence with participants and the general public.
6. Ability to exercise independent judgment in the application of program rules and procedures.
7. Ability to understand, follow and complete oral and written directions.
8. Ability to effectively communicate orally and in writing.
9. Ability to work flexible hours including evenings and weekends.
10. Any experience and training that provides the required knowledge, skills, and abilities.

**Licenses or Certifications Required:**

Must possess a valid Michigan Operator's License

Must be able to obtain a CDC Concussion Certification upon hire and maintain throughout employment.

**Physical Requirements and Work Environment:** Work is performed in both an office setting and outdoors.

Work may be performed in an office environment and may be subject to extended periods of intense concentration and repetitive motion such as typing and data entry. Work involves operation of computer equipment.

Work requires physical capacity of working for extended periods of time with exposure to diverse environmental situations and adverse weather conditions.

Work requires physical capacity of light to moderate lifting (up to 40 pounds).