

# Charter Township of Ypsilanti

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## **RECREATION COORDINATOR**

### ***Teamster Position***

#### **Summary**

Assist in planning and developing a comprehensive recreation program to meet community needs. Participates and assists in establishing registration procedures and coordinates in establishing usage policies and procedures; over sees team scheduling; field maintenance and usage. Assist in managing the business operations of all recreation programs.

#### **Supervision Received**

Employee works under the direct supervision of the Recreation Services Manager and is responsible for organizing and conducting ongoing activities. The work is usually checked through staff meetings and auditing of programs.

#### **Supervision Exercised**

This employee is responsible for the recruitment, training and supervision of a large number of seasonal employees who serve as instructors, officials, and leaders in various recreational activities.

#### **Responsibilities and Duties**

*An employee in this position may do any or all of the following essential duties. (These examples do not include all of the duties the employee maybe expected to perform.)*

1. Plan, prepare and deliver successful and sustainable youth and senior programs, activities and special events to serve members of the community and attract new members and participants.
2. Plan, prepare and deliver successful programs and events for the 50 & Beyond (Senior Citizen) program – travel, guest presentations, and special events. Maintain financial records and prepares related reports.
3. Collaborate with Recreation Services Manager to create a comprehensive marketing plan for programs to meet the needs of the community.
4. Maintains records, compiles statistics and prepares reports related to program participation and operations. Monitors program efficiency and effectiveness and develops recommendations for continuation, expansion, modification or elimination.
5. Develops a budget for assigned programs and special events. Manages implementation of approved budget(s); assures actual revenue and expenditures are within budget(s) and recommends changes as appropriate.

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6. Maintains inventory of supplies and equipment. Places orders and makes purchases according to established procurement procedures and within budgetary guidelines.
7. Responds to inquiries, investigate complaints and research suggestions regarding recreation department procedures, policies and programs. Provides oral or written responses as appropriate, and initiates remedial action; enforcing league rules.
8. Seek funding opportunities – grants, donations, etc.
9. Establishes and maintains relationships with potential program sponsors and community agencies/groups to foster a positive image of the Charter Township of Ypsilanti Recreation Department.
10. Prepare news releases, newsletters and brochures relative to recreational and senior programs.
11. Works cooperatively with other recreation and parks division staff to plan and coordinate delivery of programs/activities/special events, resolve problems and exchange information.
12. Works cooperatively with the Human Resource Department hiring seasonal and temporary employees and managing work schedules. Arranges and coordinates seasonal and temporary staff training, as necessary.
13. Maintain time records and insure the proper payment for subordinate staff.
14. Collaborate with Parks and Grounds division to ensure proper preparation of field conditions for programs, activities and special events.
15. Supervises program registration, collection of fees, monitors eligibility, develops rosters and establishes schedules.
16. Performs related work as required.

### **Essential Functions, Qualifications, and KSA's for Employment**

*The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

- Knowledge of the professional principles, practices and techniques used to develop a successful recreation programs with ability to also monitor and evaluate those programs.
- Knowledge of rules, supplies, equipment and facilities applied or utilized in recreation programs, sporting leagues, tournaments and special events.
- Skill in developing, coordinating and evaluating a broad range of recreational programming for diverse population and age groups.
- Skill in organizing schedules and coordinating associated resources.
- Skill in maintaining a comprehensive records keeping system, compiling statistics, generating reports and developing programming recommendations.

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- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with fellow employees, seasonal and volunteer staff, program participants, vendors/sponsors, other governmental agencies and the public.
- Ability to market all recreation programs through social media platforms.
- Must possess excellent writing and oral presentation skills.
- Ability to effectively teach others and assign, coordinate and evaluate the work of subordinate staff and serve as a team member within the Recreation Department.
- Must be physically mobile and be able to lift and carry up to 50 pounds.
- Two to three years of related experience including supervision, recreation programming, special events planning/management, budget development and facilities management responsibilities.
- Bachelor Degree in Parks and Recreation Administration, Physical Education, Event Management, Therapeutic Recreation, or related field.
- Must hold and maintain a valid Michigan driver's license with a good driving record (no more than 6 points in 5 years).
- Employee must be available to work evenings and weekends.
- Knowledge and experience with CivicRec software preferred.

### **Physical Demands and Work Environment**

*The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and view written documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand and/or walk. The employee frequently is required to be mobile in an office setting and outdoors, and use manual dexterity to type or enter data and write. The employee may occasionally be required to transport and lift equipment and supplies of light to moderate weight.

While performing the duties of this job, the employee is exposed to outside weather conditions, uneven terrain and must travel to various locations. The noise level in the work environment can range from quiet to loud.

Updated: 3/5/2021

Wage: \$53,000 - \$55,000