

RECREATION COORDINATOR

Pulaski County

Department: Parks & Recreation

Reports to: Director of Parks and Recreation

Supervision Exercised: Supervision of all subordinate full and part-time staff as well as volunteers involved in the County of Pulaski recreational sports sponsored programs.

Supervision Received: Minimal instruction and supervision after orientation period by the Director of Parks and Recreation

Classification (FLSA): Non-Exempt, Full-Time

Work Hours: Flexible work schedule with availability to work evenings and/or weekends in accordance with business needs during certain times of the year as dictated by a specific sport.

ESSENTIAL FUNCTIONS: Responsible for overseeing the planning, promotion, organization, and administration of sports programs and other related activities in Pulaski County. Work will be in conjunction with other staff Sports Coordinator, maintenance staff and the Director of Parks and Recreation. Service areas mainly include: Dublin, Pulaski, Draper, Fairlawn, Belspring, Parrott, Snowville, Hiwassee, Allisonia.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The Employee must successfully pass a drug and alcohol test as well as a background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required. Must be certified in CPR and First Aid. Physical presence on the job is required.

RESPONSIBILITIES:

- Identify and meet the recreational needs of the citizens in the community
- Recruit and assign officials/referees as well as any part time staff needed for games and practices
- Prepares schedules and assignments for recreation staff
- Prepares the game and practice schedules for each seasonal sport
- Returns calls and public inquiries via email and/or phone
- Meets personally with the public regarding inquiries and/or resolving conflict
- Assists with regular mandatory coaches meetings/trainings for volunteers of sports teams
- Conducts regular team selection (draft) meetings prior to each sport with volunteers to ensure teams are as fair and equitable as possible

- Ensures the proper eligibility of participants in each respective sport/league based on stated age criteria
- Maintains a system and inventory of background checks of all volunteers and staff
- Ensures proper paperwork associated with all paid staff and volunteers are complete and submitted to Human Resources for proper preparation and filing
- Maintain and develop a system of inventory for equipment storage and distribution
- Coordinates facility usage and programs with departmental and school system staff
- Coordinates facility usage and tournaments with other agencies or organizations utilizing county property
- Provides for risk management practices; ensures all safety rules, regulations and procedures are followed; ensures employees are trained in safety procedures
- Meets with participants in community meetings and serves as liaison for partner organizations
- Assists in the management of the annual budget for the recreation department and events
- Approves purchases of supplies and operating inventory for recreation programs
- Performs public relation duties; responds to complaints; handles departmental rule enforcement; prepares news releases, development and dissemination of informational flyers, or other publicity on recreation activities
- Ensures department web pages and social media outlets are updated and maintained in conjunction with the county webmaster
- Assists the maintenance technicians, on occasion, with field preparations, manual labor, and other duties requiring physical exertion
- Operates hand held or mechanically driven equipment on occasion
- Must be prompt at returning phone calls, emails, and conducting personal visits

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of budgeting, planning, and coordinating sports involving youth and adults
- Ability to assist in the development of short and long-range planning for a comprehensive recreation program
- Strong communication skills
- Ability to work cordially and professionally with staff members and the general public
- Ability to resolve conflict and problem solve
- Ability to be professional, alert, courteous, and tactful with others
- Ability to supervise and manage individuals in large settings
- Knowledge of general emergency and safety procedures
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame

ADA REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position also requires frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses. This job operates in a professional capacity at all times. Work is performed under various climatic conditions (cold, heat, rain, etc.).

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree in Parks and Recreation, Sports Management or related field is preferred
- Must have experience working with organizing sports programs
- Experience working with the general public
- Possess strong organizational skills

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the County Administrator, department head or supervisor. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all policies and procedures as set forth.

Employee: _____

Date: _____