

City of Lyons

Title: Recreation Program Coordinator

DEFINITION:

Under general supervision from the Recreation Director, performs professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs for the City of Lyons.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists Recreation Director in Planning, organizing, and implementation of recreation programs by overseeing a variety of sports and recreation programs, ordering supplies, and collecting registrations
- Coordinate volunteer requests from the community; recruit, train, and supervise volunteer coaches and staff
- Work independently and be responsible for overseeing activities 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.
- Prioritize job tasks and complete them within specified time frames meeting strict deadlines.
- Schedule recreation facilities and supervise condition of facilities. Assists in recruiting, training, supervising, directing and evaluating seasonal staff, instructors, volunteers and participants.
- Collects activity and registration records and prepares routine and complex program plans and requirements well in advance for budgetary recommendations; prepare reports describing and evaluating programs at completion of activity and identifies methods and areas to improve.
- Maintains supplies, equipment, and materials in support of athletic and recreation programs and advises Facility Manager in advance of program equipment and supply needs.
- Perform necessary manual labor and skilled tasks that may require use of lifting heavy objects, stooping, bending and twisting.
- Monitors the day-to-day operations of athletic and recreation programs including making site visits, handling and resolving complaints and ensuring that programs have required materials and supplies, and formulates and organizes program plans and schedules for seasonal and/or year-round activities.
- Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of recreation and athletic programs.
- Assist with preparing and administering the individual program or facility budgets as appropriate; monitor expenditures in accordance with established procedures.

- Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facility.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage.
- May coordinate and supervise staff on week nights, weekends, and holidays.
- May open and close the operations of the recreation facility.
- May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs, and bleachers for classes and programs.
- May provide security for the building and grounds. In addition, makes safety checks on the facility and eliminate hazards to ensure complete safety of the patrons.
- Enforces city policies, procedures and park rules for staff, instructors, volunteers and contracted facility renters as well as enforcement of safety and operating procedures and provides for maintenance needs including compliance with health and safety codes and building codes.
- Works to achieve professional development goals, which will facilitate the successful completion of departmental objectives that will contribute to the City of Lyons vision statement.
- Performs scheduling on software and website for Lyons Recreation Department.
- Performs other related duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Successful practices and knowledge of principles, rules, and procedures of organized competitive sports, athletic and recreational programs,
- Ability to communicate orally and in writing with staff members and/or supervisor and have working knowledge of appropriate technology in order to best serve the public and manage programs.
- Ability to understand, follow and complete oral and/or written directions.
- Ability to know how to provide a variety of revenue based programs in the areas of general recreation programs, athletic leagues, special events and instructional classes.
- Ability to follow and maintain a budget.
- Ability to communicate and establish rapport, understanding and confidence with participants and the general public; exercise independent judgment in the application of program and game rules and procedures; plan, promote, organize, and coordinate athletic programs and events; and be a team player in the organization.
- Skill in public speaking.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated

SUPERVISORY CONTROLS:

Reports directly to the Lyons Recreation Director.

PHYSICAL DEMANDS:

The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity,

WORK ENVIRONMENT:

The work is performed in an office and occasionally at outdoor facilities.

Minimum Education:

Associates degree in public management, leisure services, sports administration, physical education or a related field or equivalent experience.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.