

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Recreation Program Coordinator	Department: Community Services
Immediate Supervisor's Position Title: Community Services Director	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-1	Bargaining Unit: Community Services Coordinators
Job Summary: Under the general direction of the Community Education Director, the Recreation Program Coordinator is responsible for developing, implementing, coordinating and evaluating recreation, health and fitness programming for children, youth and adults residing in Northfield School District.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Researches, plans, implements and coordinates recreational and health fitness programs, activities and events.
Percent of Time:	35%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Researches and recommends new recreational programs, activities and special events. • Coordinates the scheduling of recreational equipment and personnel. • Evaluates and monitors the success of recreational programs through participation, participant surveys/questionnaires and feedback. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Oversees the recruitment, hiring, scheduling and evaluation of seasonal, temporary, and/or contractual recreational staff.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Recruits, hires, and assists in the training and coordination of staff activities and functions. • Monitors compliance with program policies and procedures and safety compliance issues pertaining to recreational activities and programs including indoor/outdoor pools. • Oversees the training of all recreational staff and personnel. • Evaluates program staff and handles personnel actions and related activities. • Determines the need to make changes in job assignments and job requirements. • Makes assignments and determines priorities and needs within the programs and services offered. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Coordinates and oversees the marketing, promotion and advertising of recreational programs and services.
Percent of Time:	15%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Oversees the promotion and marketing of recreational programs, events, activities and services. Prepares brochures, flyers, handouts, or other promotional materials. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Collaborates with and works with community groups, councils, boards, city representatives and others regarding recreational programming, program needs, operations or other relevant issues pertaining to recreational programming.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	5	Statement of duty/responsibility: Attends meetings of the Community Education and Recreation Advisory Council, the City Park Board, the School Board and the City Council as requested. Attends professional organizations meetings as appropriate.
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility:		

Duty/Responsibility No:	6	Statement of duty/responsibility: Assists and makes recommendations concerning fiscal needs and requirements for recreational programming, activities, and initiatives.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Inspects and assesses all recreational program equipment including aquatic program equipment and makes recommendations for replacement. 		

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Provides assistance to individuals, other district staff and the community concerning recreation programs, activities and services. Attends training sessions, district and departmental meetings. Keeps abreast of changing developments, trends and educational technologies pertinent to the field. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:	
REQUIRED EDUCATION/TRAINING (choose one)	DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)

less than high school diploma			Bachelor's Degree
High school diploma or GED.			Major field of study or degree emphasis: Community Education, Recreation, Leisure Service Management or related area.
1 year college		2 years college	
3 years college	x	4 years college	
1st year graduate level			
2nd year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Fundamentals of supervisory theories and principles. • Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects. • Fundamentals and basic knowledge of recordkeeping and bookkeeping. • Basic knowledge concerning the use of computers and related software applications and general business equipment. • Knowledge of community resources and community organizations within the community. • Knowledge of the theories, philosophy and approaches to recreational programming, evaluation, and implementation. • General knowledge of district administrative policies and procedures pertinent to the activities and programs of Community Education. • The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.
Doctorate level			

Required Work Experience in Addition to Formal Education/Training:
Requires a minimum of one year directly related work experience in recreational programming and coordination.

Required Supervisory Experience:

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: CPR and First Aid training and certification
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Applying supervisory theories and practices in delegating, monitoring, evaluating and training program personnel. • Planning, evaluating, implementing, coordinating and arranging for recreational programs, activities, events or services. • Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services. • Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like. • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department. • Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones.
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- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction, and to market programs, address, negotiate or resolve issues/conflicts appropriately.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	Seasonal, part-time program staff	75
TOTAL		

INDIRECT SUPERVISION:

Number of employees indirectly supervised: Seasonal, temporary, contractual or volunteer staff	Total: 75
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HAZARDOUS WORKING

CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Duties performed by this classification are primarily administrative, planning and supervisory in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work. Employee(s) may be exposed to some disagreeable conditions involving human/student contact in dealings with the public, parents, or community.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			

up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

<p>This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.</p>	
<p>_____</p> <p>Signature – Department Head</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Signature – Human Resources</p>	<p>_____</p> <p>Date</p>
<p>Classification History:</p> <p>Prepared by: BCC, LLC (RWB) 9/03. Revised 4/04 by BCC</p>	