



Recreation Programs Coordinator

CLASSIFICATION	7
RANGE	32,210 – 48,315
FLSA	NON- EXEMPT
NOTICE REQUIREMENT	2 WEEKS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

Job Summary: *(General summary/objective)*

The Recreation Programs Coordinator performs administrative and physical duties associated with the operation of the County's adult and youth recreation programs and special events. The standard work schedule may vary to include nights and/or weekends. This position exercises supervision of part-time staff and coordinates work with contractors.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promotes the vision, mission and values of the Board of Supervisors and the County Government Organization.
- Assists in planning, organizing, directing, coordinating and scheduling of all adult and youth recreation programs and special events.
- Assists in coaches training and certification programs.
- Assists in the training of officials.
- Assists in conducting background checks for youth sport coaches.
- Conducts program evaluations.
- Conducts evaluations of coaches.
- Conducts evaluations of officials.
- Operates and maintains department and school facilities and equipment.
- Communicates regular changes to activity schedules due to weather and user group conflicts.
- Regularly engages with the public in conflict resolution for activity related matters.
- Develops public relations programs; meets with community organizations, recreation booster clubs, and the general public to consider current and future recreation needs.
- Assists in the modification of rules and regulations for youth sports programs and activities.
- Interacts with and disseminates departmental information to the general public.
- Assists in hiring, training and supervision of part-time staff for events.
- Assists in field and facility maintenance activities on an as-needed basis.
- Assists in the development of departmental policies and procedures.
- Performs other related duties as assigned.

Job Requirements:

- High School Diploma or GED equivalent required. Bachelor's degree in recreation administration or related field, preferred.
- One to three years of professional experience in parks and recreation administration preferred.
- Knowledge of sports and recreation programs as well as the preparation needed to properly organize them.
- Comprehensive knowledge of all phases of community recreational activities and administration.

- Knowledge of the principles and practices of park and recreation activity and event planning, scheduling and coordinating.
- Ability to follow established safety protocols and processes.
- Excellent oral and written communication skills.
- Ability to foster a positive working environment and build rapport with other Recreation employees, County Departments and the general public.
- Ability to follow oral and written directions.
- Ability to provide outstanding customer service to participants, staff, directors, and officials.
- Must possess a valid driver's license and maintain a good driving record.

Physical Demands/Special Work Environment:

- Must be able to remain in a stationary position for up to 90 percent of the time.
- The person in this position frequently moves equipment, tools, and maintenance items weighing up to 50 pounds.
- The person in this position frequently is required to traverse across uneven grounds; sports fields; indoor arenas; small spaces such as bathroom stalls and concession stands; and snow/ice covered walkways.
- Frequently works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.

Reports to: Recreation Manager

Supervisory Responsibility: Yes

Botetourt County provides equal employment opportunities to all employees and applicants.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal Responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date