



Job Title: Recreation Coordinator
Department: Williston Parks & Recreation
Status: Exempt if meets FSLA requirements
Benefits: Standard District Benefits are provided
Starting Salary Range: \$40,000- \$42,500 Annually DOE
• Adjustments are determined annually by the Executive Director
Supervisor: Recreation Superintendent

ESSENTIAL JOB DUTIES

- Perform a variety of professional and administrative work in planning, developing, scheduling, directing, promoting, and implementing a comprehensive year-round district-wide parks & recreation program to include: Youth & Adult Sports, Legion/Babe Ruth/Cal Ripken/Youth Baseball, Special Events, Tournaments, Williston Area Recreation Center (The ARC), Raymond Family Community Center, Family Programming and assist with other Park and Recreation Activities/Facilities.

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

JOB DUTIES/TASKS

- Reviews and evaluates the success of programs and makes recommendations for continuation or cancellation. Prepares statistical and narrative reports.
- Recruits, hires, trains, supervises and evaluates and disciplines assigned part time, seasonal and contractual staff members and volunteers, and recommends employment, training and development actions.
- Responsible for revenue management, developing budget projections and monitoring revenues and expenditures for assigned programs, including specifying and purchasing materials and supplies.
- Assists with program registration, rosters, mailings, and collection of fees.
- Assists in preparation of grant applications and sponsorship requests to enhance recreation programs.
- Collaborates, communicates, and assists in scheduling use of all facilities
- Communicates internally within the departments regarding program operations, facility maintenance and scheduling.
- Responsible for league scheduling, updating and posting of standings on the Website.
- Substitutes as program instructor, referee, official or umpire as needed.
- Assist with the marketing and promotion of programs through advertising, including the creation of seasonal brochures, news releases, flyers, pamphlets and all public relation materials.
- Assist with the management and operation of the Park District Website with updated information.
- May be required to physically set up programs.
- Evening and weekend hours may be required on a regular basis.
- Miscellaneous duties and assignments as identified by the WPRD Executive Director, Assistant Director and/or Recreation Superintendent
- Perform related duties as required

KNOWLEDGE REQUIRED BY THE POSITION

- Effective organizational and interpersonal communication skills
- Evidence of superior written and oral communication skills
- Demonstrated leadership within groups
- Front Page, Microsoft PowerPoint, Microsoft Word/Excel, and desktop publishing proficiency preferred
- Requires high level of creativity and resourcefulness
- Ability to manage multiple tasks with a variety of groups to include staff (full and part-time), volunteers, and media
- Requires the ability to set and achieve goals through effective decision-making
- Ability to lift a minimum of 30 pounds.

SUPERVISORY CONTROLS

- Supervises Recreation part time staff

GUIDELINES

- Include the Park District Policies and Procedures. These guidelines are generally clear and specific, but may require some interpretation in application

WORKING CONDITIONS

- Recreation office with personal computer and printer
- Position will require some evening, weekend, and holiday work
- Fast paced environment with multiple programs and facilities running throughout the year
- General public contact is extensive

REQUIREMENTS

- Bachelor's Degree in Recreation/Sports Management or related field, or a combination of experience/education
- Sufficient experience to understand the basic principles relevant to the major duties of the position
- Current CPR Certification, or able to obtain within 6 months
- Current Lifeguard Certification or able to obtain within 12 months
- Ability to work weeknights and weekends as needed
- Ability to work with limited supervision
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees
- Ability to effectively communicate verbally and in writing
- Knowledge of operational policies, procedures, accepted standards and methods of the parks and recreation field in managing facilities and programs
- The knowledge and ability to manage multiple tasks
- Possession of or ability to obtain (within 30 days) a valid driver's license issued by the State of North Dakota for the type of vehicles or equipment operated
- Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation