



Job Description Recreation Coordinator Department of Parks & Recreation

JOB SUMMARY

This position performs professional duties in planning, developing, coordinating, implementing, and supervising a variety of recreation programs, leisure activities and special events for the City of Covington. Work involves management of recreational facilities and the municipal pool; ensuring a safe, clean, and well-ordered environment and compliance with all local state and federal laws. An employee in this position performs a variety of complex, highly responsible programmatic functions including forecasting and preparing program budgets, and hiring and supervising part-time and seasonal personnel. Incumbent is also expected to monitor national and regional trends taking initiative to create new opportunities to increase program offerings throughout the city. Work is performed under general supervision of the Director of Parks and Recreation.

ESSENTIAL JOB FUNCTIONS

- Develops, organizes, and evaluates special events, festivals, tournaments, and parades; implements program logistics, schedules event staff, coordinates with police and streets crews.
- Works with vendors and participants in processing applications and contracts; selects vendors from application pool and assigns space.
- Purchases and records and inventories supplies, and equipment, and assesses additional program equipment needs.
- Hires, trains, supervises schedules and evaluates part-time and seasonal personnel; assigns work as necessary.
- Provides quality customer service via phone inquiries, walk ins and emails.
- Develops marketing plan for programs to include press releases, time lines, flyers, banners, and calendars.
- Assists with public relation duties relating to events, programs, and facilities such as developing content for flyers, press releases, brochures, email blasts, and website and Facebook posts;
- Works with community-based organizations, school authorities, civic groups, and individuals as appropriate to coordinate events.
- Recommends, forecasts, and finalizes program budgets and expenditures; generates revenue and expenditure reports at conclusion of event.
- Provides clerical support when necessary for program registration, answering of telephones, email communication, other correspondence, and public inquiries.
- Assists with ordering supplies and equipment for facilities, programs, and special events; maintains inventory of supplies; distributes as necessary.
- Makes safety checks on facilities to eliminate hazards to ensure complete safety of patrons.

- Maintains and monitors compliance with policies and procedures as directed by the City and Recreation Office.
- Keeps relevant parties informed of unusual or detrimental conditions/situations.
- Cultivates and maintains positive relationships with City staff, and the public.
- Monitors national and regional trends, educational programs, and/or reading specialized literature.
- Opens and closes recreation facilities and performs emergency custodial/maintenance work (set up tables, equipment chairs, etc.) as needed.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Parks and Recreation or a related field and two (2) years' experience; or any equivalent combination of education, training, and experience.

Special Qualifications:

Valid Commonwealth of Virginia driver's license.

Knowledge, Skills, and Abilities:

- Knowledge of a variety of programs, sports and other recreational activities and the equipment and material needs of each.
- Knowledge of the hazards associated with different active sports and of appropriate safety precautions.
- Knowledge of good organizational skills which promote that work is approached systematically, effectively, and efficiently in order to attain desired results.
- Skill in the use of computers and modern office tools and electronic media.
- Ability to follow oral and written instructions and to work from sketches and plans.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to maintain confidentiality as required related to the position.
- Ability to physically perform the essential functions of the job.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing: sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force to draw, haul or tug objects in a sustained motion.

- Pushing: Using upper extremities to press against something with steady force to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers
- Standing: particularly for sustained periods of time.
- Talking: sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: sufficient to observe violations of codes, to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, drawings, etc.; and to operate motor vehicles and/or heavy equipment, by both day and night.
- Walking: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.