ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Recreation Programs
Job Code: 5105
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to plan, coordinate, and implement an assigned recreational program, which may include outdoor recreation and environmental education programs, adult, and youth athletic and sports programs, or other department programs.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, coordinates, and implements assigned program: develops program activities, leagues, clinics, classes, special events, etc.; coordinates with allied associations, organizations, and schools to develop and implement assigned program activities; establishes and distributes schedules, including dates, times and locations of practices, games, clinics, classes and events; administers policies with respect to scheduling, safety, and insurance; procures, maintains and issues equipment and materials; facilitates meetings; maintains and updates program websites; processes registration documentation and fees; and monitors and evaluates program outcomes.

Maintains and ensures compliance with program policies, procedures, rules, and regulations: reviews and updates program manuals for staff, volunteers, and participants; and researches and includes best practices, as well as City, state, and national trends in area of assignment.

Implements marketing plan for assigned program: designs and prepares flyers, brochures, social media content and other marketing materials; and solicits and administers sponsorships, donations, and grants for programs and special events.

Coordinates and performs public relations for assigned program: represents assigned program to and participates in various committees, boards, and commissions; promotes activities and programs to civic groups, community organization, neighborhood associations, schools, or other individuals and groups; and prepares and makes presentations regarding assigned programs, services, and activities.

Coordinates financial activities for assigned program: makes recommendations for budget for area of assignment, to include materials, personnel, maintenance, and other expenditures; processes fees and financial documentation; prepares deposits; completes and submits financial reports; reviews and approves invoices; and monitors revenues and expenditures to ensure compliance with approved budget.

Performs general customer service and administrative duties as required: receives and responds to inquiries, concerns and complaints regarding assigned programs, policies, and/or personnel; attends meetings; assists customers; prepares reports and correspondence; maintains program records; enters computer data, etc.

Depending on area of assignment, may supervise full-time, temporary, and seasonal staff, as well as volunteers and sports officials: plans, directs and reviews work; processes concerns and problems and counsels as appropriate; participates in interviews and makes hiring recommendations; prioritizes and schedules work activities to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; and trains staff, volunteers, and sports officials in operations, policies, and procedures.

Depending on area of assignment, may manage facility and grounds use and maintenance: maintains master calendar; schedules facility rentals; creates and maintains agreements with community groups; prepares for scheduled events; conducts safety checks and inspections of facilities; prepares and submits work orders for maintenance and repair needs; and ensures compliance with local, state, and federal safety policies, procedures, rules, regulations, codes, and laws.

Communicates with supervisor, subordinates, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, accident forms, purchase orders, schedules, rosters, checks, timesheets, participant forms, contracts, agreements, applications, calendars, participant evaluations, etc. and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; operates general office or other equipment as necessary; and operates scoreboard, trailers, various recreation equipment, hand tools, kitchen appliances, various sports equipment, audio visual equipment, carts, etc. and other equipment to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High school diploma or GED required, with vocational or technical training in parks and recreation programming, sports programming, or a related field; supplemented by two years of experience in area of assignment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Incumbents assigned to outdoor education programs, must also possess and maintain Wilderness First Responder certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, water

hazards, unsafe structures, heights, confined spaces, electric currents, traffic hazards, bright/dim lights, animal/wildlife attacks, animal/human bites, violence, or rude/irate customers.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.