



City of Irving Job Description

Lead Recreation Coordinator

FLSA Status:	Non-Exempt	Job Department:	Parks & Recreation
Job Code:	P472	Reports To (Job Title):	Recreation Center Supervisor

PURPOSE

To administer, promote, coordinate and monitor recreational and service programs in a safe environment for the citizens of Irving and to assist the recreation center supervisor in supervising the recreation center and staff in his/her absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Instruct a variety of classes for preschool, youth, and adults including arts, crafts, sports, special interest, health and fitness, outdoor and socialization classes.
- Promote, coordinate and execute recreation center activities, recreation programs, and volunteers.
- Monitor program compliance with laws, rules and regulations related to provision of recreation and related services.
- Secure the safety of the facility and its patrons, including opening and closing, addressing non-member issues, overseeing the care and use of the center's equipment and facilities, responding to emergencies as necessary.
- Supervise recreation center and staff in supervisor's absence.
- Assist with budget preparation and purchase orders.
- Prepare and promote center activities and programs through marketing materials.
- Organize, schedule and supervise sports programs, teams, leagues, art classes, workshops, exhibits and all activities for the center.
- Organize, schedule and coordinate trips, classes, programs, speakers and activities for the center.
- Maintain records of activities and patron participation.
- Collect fees from patrons.
- Track program participation attendance numbers and program satisfaction.
- Reconcile, prepare and verify daily cash reports and various recreation center operational reports.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Order and purchase equipment and supplies for sports, art programs and special events.
- Assist in the maintenance, repair and cleaning of assigned facility and equipment and maintain equipment inventory.
- Coordinate with school officials and community groups regarding program offerings and use of services and facilities.
- Answer questions; provide information to the public regarding recreation center programs & activities.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 3-5 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Monitor & maintain the established budget; daily cash reports, check requests and event budget preparation.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation or a closely related field.

EXPERIENCE

- Minimum of two (2) years of related experience.
- Experience working with senior population, programs, senior trips, and programming classes would be beneficial.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certifications are not required, but are beneficial and may become required.
- CPR certification.
- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Recreation Equipment: Operation and use of equipment used in various games, sports, and other recreational activities.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- Sales and Marketing: Principles and methods involved in showing, promoting, and selling services and locations.
- Education and Training: Instructional methods and training techniques, including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.

SKILLS AND ABILITIES IN

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Service Orientation: Actively looking for ways to help people.
- Teaching: Conveying new concepts and confirming comprehension by listener.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

Serve as liaison for various boards and committees. Monitor outside instructors.

EQUIPMENT AND PROPERTY

Computer, vans, safety and recreational equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen and see. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, sit, and/or stand. S/he occasionally is required to balance, climb, kneel, lift up to 25 pounds, push, pull, reach, and/or run.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to outside weather conditions. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.