

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Community Recreation Coordinator</u>
Sch.& Grade	<u>PAT-8</u>
Class Code	<u>BE44</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Parks Recreation</u>

PRIMARY PURPOSE:

Supervises and coordinates community programs and facilities and the associated activities offered by the Springfield-Greene County Parks Department.

SUPERVISION:

Under direct supervision of the Superintendent of Recreation or Superintendent of Special Facilities or designee.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, plans, organizes, directs, coordinates staff in carrying out essential functions in community centers, community parks, natural resource areas, domestic farms, school-parks, tennis, sports programs or skateparks for the Springfield-Greene County Parks Department.
2. Handles City-County Park staffing issues including recruiting, interviewing, hiring, training, monitoring, and evaluating regular, seasonal and contractual staff members.
3. Provides support, guidance, and leadership to employees assigned to the division's community centers, community parks, natural resource areas, domestic farms, school-park, tennis complexes, sports section and/or skatepark.
4. Directs, reviews and approves program goals within assigned areas.
5. Initiates, maintains, and develops effective working relationships/partnerships with schools, governmental units, businesses, and community-based organizations.
6. Identifies and analyzes the City-County recreation and community service needs for neighborhood and outlying areas with diverse communities.
7. Prepares, implements and monitors budgets in assigned areas; maintains financial records; seeks external funding sources and resources.
8. Develops and implements short and long-range program plans based upon a needs assessment.
9. Evaluate programs and services and makes recommendations based on findings.
10. Promote City-County programs and services by developing and distributing informational materials, media releases, and personal contracts.
11. Travels to a wide variety of City-County recreation program location sites, community centers, tennis centers, sports centers, schools and the skatepark and transports equipment as required.
12. Directs the operation of community centers and City-County parks, including the use, care, and maintenance of the facilities.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of principles, procedures, and techniques in developing and directing community center programs; industry standards for state-of-the-art fitness centers, community parks, natural resource areas, domestic farms, tennis centers, sports centers or skatepark as assigned; supervisory principles and techniques.

Abilities

Effectively supervise the management and operations of multiple city-county community centers, community parks, natural resource areas, domestic farms, sports centers, tennis centers and schools, skatepark; market and administer public relations information to the general public for all community centers, classes, leagues, rentals, meetings, and membership programs; analyze and evaluate community programs and supply appropriate information pertaining to management such as marketing and budget information; make sound recommendations utilizing judgment; communicate clear goals and objectives for the community center section, community parks, natural resource areas, domestic farms, school-park section, sports section, and tennis section; communicate effectively both verbally and in writing; maintain accurate records and prepare clear and comprehensive reports; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports; work effectively and courteously with outside associations and agencies, program participants, as well as associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s degree in Recreation, Physical Education, Business Management, Environmental/Conservation Education, Agriculture or a related field depending on assignment plus two years of experience in developing and supervising recreational community center programs, community parks and naturalist programs, tennis centers, school-park programs, sports programs, skateparks or related experience depending upon assignment. Directly related experience in developing and supervising in related program areas may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls 60 pounds; holds and grips objects.

Working Environment

Primarily indoor working environment; may be exposed to extreme heat, cold, dust, and/or pollen when supervising or coordinating recreational programs held outdoors.

Licensing/Certification

Certified Park & Recreation Professional (CPRP) is desirable. If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's license. If assigned to Tennis, United States Professional Tennis Registry (USPTR) and/or United States Professional Tennis Association (USPTA) is desirable.

Miscellaneous Requirements

Subject to working some weekend and evening hours.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5278
Comments:	Updated Abilities	Date: July 2003

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____