



**TOWN OF DANVILLE
RECREATION COORDINATOR
JOB DESCRIPTION**

UPDATED DECEMBER 2016

JOB TITLE:	Recreation Coordinator
DEPARTMENT:	Parks and Recreation Department
LOCATION:	Danville, IN
REPORTS TO:	Recreation and Fitness Manager
SALARY:	\$10-\$12.00/hour
TYPE OF POSITION:	Part Time
HOURS:	Up to 29 hours per week nights and weekends
OVERTIME:	No

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

Works as support staff for divisions and services of the Danville Parks and Recreation Department:

Assist in planning, managing, and reviewing the activities and operations of the Recreation division of the Parks and Recreation Department.

Assist in developing, planning and implementing goals and objectives for Recreation that focus on the Park and Recreation Departments Master Plan; recommend and administer policies and procedures that are consistent with approved plans.

Assist in directing, overseeing and participating in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Research and prepare grant applications for various projects.

Coordinate fundraising projects as needed.

Responsible for assisting in the organization and implementation the Summer Park Program.

Assist in the development and administration of the Recreation budget; aid in the forecasting of funds needed for staffing, equipment, materials, and supplies.

Responsible for program reporting and keeping current data on all programs.

Responsible for the growth of all recreation programming.

Assist in coordinating Parks and Recreation Department activities with those of other departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

Assist in the evaluation, selection and administration of outside contracts for parks and recreation activities.

Promote heightened awareness of parks and recreation presenting a positive image to citizens, tourists, area schools, regional and state agencies and the business community.

Respond to and resolve difficult and sensitive citizen inquiries and complaints maintaining a customer service philosophy that is responsive.

Responsible for daily cleaning duties at the Recreation Center.

Will be called on occasionally to help with the maintenance aspects of the Parks and Recreation Department.

Operate a motor vehicle to assist in carrying out the business of the Department and the Town.

All other duties as assigned by the Recreation and Fitness Manager.

This position will be subject to the rules, policies, and operating procedures established by the Park and Recreation Board and the Town of Danville, as they may be amended from time to time.

QUALIFICATIONS

A minimum or a high school diploma or GED and a minimum of two years of related experience or equivalent combination of Education and experience.

Must have and maintain a verifiable Indiana Driver's License, a demonstrated safe driving record, and must remain insurable through the Town's liability insurance carrier.

Must have basic knowledge of standard English grammar, spelling, punctuation, and ability to understand information from various sources to communicate effectively both orally and in writing.

Must have knowledge of current local, social, political and economic trends including operating challenges regarding parks and recreation programs.

Must have basic knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Ability to utilize computer technology in modernizing office procedures and record keeping

Must be able to recommend and implement goals, objectives, and practices for providing effective and efficient parks and recreation operations and service delivery.

Must be able to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Must have a safe work record with good ethics and dependable attendance record.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit. Must be able to frequently lift and/or move up to 25-50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds with the use of personal safety equipment. May be exposed to diverse weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform.

Signature

Date

Printed Name