



## **RECREATION AND AQUATICS PROGRAM COORDINATOR**

### **JOB SCOPE:**

Under the general supervision of the Parks & Recreation Director, the employee will perform a variety of duties to support Parks and Recreation activities. Responsibilities include, but are not limited to, organizing and managing recreational programming, athletic and aquatic programs, camps, classes, and special events. The employee will also be responsible for training and supervising all seasonal and volunteer staff involved in recreational programs.

### **MAJOR DUTIES:**

- Make recommendations and assist in preparing the department's budget.
- Plan, implement, direct, and evaluate recreation and aquatic activities, programs, educational events, and instructional activities.
- Prioritize tasks and complete them within specified time frames while adhering to strict deadlines.
- Develop schedules, curricula, staffing plans, and procurement needs.
- Work independently and oversee activities at various locations, including parks, aquatic facilities, school facilities, baseball/softball fields, and other public venues.
- Work with independent contractors and instructors to facilitate recreational programming and activities for all age groups.
- Assist in recruiting, training, supervising, directing, and evaluating seasonal staff, instructors, volunteers, and program participants.
- Enforce city policies, procedures, and park rules for staff, instructors, volunteers, and contracted facility renters. Ensure compliance with all safety procedures.
- Maintain effective working relationships with city personnel, state agencies, participants, school officials, and instructors.
- Ensure adherence to State Board of Health certifications for camps and related affiliates.
- Consult on complex problem situations and provide technical expertise as needed.
- Provide progress and activity reports to senior management. Assist with updating and revising procedural manuals when necessary.
- Perform related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of the principles, rules, goals, and objectives of public recreation programs.
- Understanding of how to develop and manage revenue-based programs, including recreation activities, classes, events, and instructional programs.
- Knowledge of the principles of supervision, organization, administration, and maintenance of recreation facilities.
- Ability to follow and maintain a budget effectively.
- Ability to communicate clearly and effectively, both orally and in writing, with staff, supervisors, and the public.
- Proficient in the use of technology to enhance public service and program management.
- Skilled in establishing rapport, understanding, and confidence with participants and the public.

- Ability to understand, follow, and complete oral and written instructions.
- Exercise independent judgment in applying program rules and procedures.
- Effectively plan, promote, organize, and coordinate out-of-school activities and events.
- Function as a team player within the organization.
- Prioritize and plan work activities efficiently.
- Develop realistic action plans and allocate resources effectively.
- Demonstrate accuracy and thoroughness in work.
- Monitor performance to ensure quality and apply feedback for improvement.
- Interact and communicate with coworkers, citizens, and vendors courteously and professionally.
- Handle difficult situations with tact, consideration, and patience.
- Identify and resolve issues efficiently by gathering and analyzing information to develop sound solutions.
- Confidently approach sudden and unexpected challenges.
- Be punctual, follow instructions, respond to management direction, and seek feedback to enhance performance.
- Speak clearly and persuasively.
- Listen actively and respond to questions effectively.
- Demonstrate strong presentation skills and participate constructively in meetings.
- Write concisely and clearly.
- Edit work for clarity and accuracy.
- Present numerical data effectively and interpret written information accurately.

**Supervisory Controls:** Work is performed under the supervision of the Parks and Recreation Director. The employee receives general direction regarding goals and objectives but is expected to exercise independent judgment and initiative in planning, coordinating, and overseeing recreation and aquatic programs. Work is reviewed periodically for adherence to policies, procedures, and achievement of goals.

**Guidelines:** The employee follows established city policies, departmental procedures, safety standards, and state regulations regarding recreation and aquatic program management. The employee must exercise judgment to adapt these guidelines to specific situations or challenges.

**Complexity:** The work involves a wide range of tasks, including program planning, staff supervision, budget management, and ensuring compliance with safety standards. The complexity arises from managing multiple programs simultaneously, addressing unforeseen challenges, and balancing the needs of diverse community groups.

**Scope and Effect:** The work directly impacts the quality and success of recreation and aquatic programs within the community. Effective performance enhances community engagement, promotes public safety, and ensures a positive experience for participants, ultimately improving the overall quality of life in the city.

**Personal Contacts:** Contacts are typically with coworkers, supervisors, vendors, contractors, community members, program participants, and regulatory agencies.

**Purpose of Contacts:** The purpose of these contacts is to exchange information, coordinate activities, provide excellent customer service, ensure compliance with rules and regulations, and resolve issues. Contacts also involve recruiting and training staff, collaborating with partners, and promoting programs.

**Physical Demands:** The position requires frequent physical activity, including standing, walking, bending, lifting, and carrying objects weighing up to 50 pounds. Tasks may involve working in aquatic settings, performing rescues, administering first aid, and enduring exposure to varying weather conditions.

**Work Environment:** Work is performed in both indoor and outdoor environments, including offices, pools,

parks, and recreation facilities. The employee may be exposed to loud noise, chemicals, and varying temperatures. Safety equipment is provided and must be used when necessary.

**Supervisory and Management Responsibility:** This position includes supervisory responsibility for seasonal and part-time staff, volunteers, and contractors. Responsibilities include recruiting, training, scheduling, and evaluating personnel to ensure program effectiveness and compliance with safety standards.

#### **EQUAL OPPORTUNITY EMPLOYER:**

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

**IMPORTANT:** By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

#### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Bachelor's degree from an accredited college or university in Leisure Services Administration or a closely related field. A minimum of three (3) years of progressively responsible related experience and/or training. Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this role.

**Certificates, Licenses, and Registrations:** Must possess and maintain a valid Georgia driver's license. Certification in basic first aid, CPR, and AED. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

The starting pay will be commensurate with the chosen candidate's qualifications and experience. The targeted starting salary is between \$ 41,600 - \$69,000. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave.

Interested candidates should submit a resume, cover letter, and professional references, via this online portal: <https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

**This position is open until filled.**

***No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.***

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.