

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

Classification Title: Recreation Coordinator	Employment Status: Full-Time
Department: Administration	Civil Service Status: Unclassified
Immediate Supervisor: Mayor	FLSA Status: Exempt
Functional Supervisor:	Bargaining Unit Status: Excluded

JOB RESPONSIBILITIES:
 Performs other related duties as required

Under administrative direction, plans and directs the development and implementation of City recreational activities and programs that involve the use of City parks and facilities; schedules and manages personnel; meets with the Mayor, Service Director, Council, and others to discuss issues, programs, services, etc.

QUALIFICATIONS:
 Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Bachelor's degree from an accredited four-year college or university in Parks and Recreation Administration, Physical Education, Public Administration, or a related field, plus at least two (2) years experience organizing sports and recreational activities; proficiency in Microsoft Office, particularly Excel, Outlook and Word; or an equivalent combination of training and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:

Must possess a State of Ohio driver's license and must be able to qualify for and remain insurable under the City's vehicle insurance policy. Must possess or within one (1) year of being hired obtain and maintain a Certified Park and Recreational Professional Certification. Must possess or within six (6) months of being hired obtain and maintain current American Red Cross Certification or equivalent in first aid and cardiopulmonary resuscitation (CPR) including use of automatic external defibrillator (AED).

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

1. Plans, develops, and administers adult and youth recreation programs, activities and events (e.g., coordinates and schedules recreational activities and programs that involve the use of City facilities [including but not limited to volleyball, basketball, flag football, swimming lessons, safety town, adult physical fitness, etc.]; coordinates and oversees program and activity registrations; analyzes existing programs; meets with community organizations, patrons and citizens; develops and implements new programs; promotes programs and facilities; plans and schedules special programs and promotional activities and events; communicates with other city administrators to coordinate efficient and

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- cost effective services; recommends parks and facility improvements, etc.); recruits and retains patrons; responds to inquiries and concerns and resolves problems.
2. Oversees the daily operation of recreation programs and activities (e.g., assigns and directs City personnel; monitors contractors and vendors; establishes and maintains relationships with outside entities e.g., leagues, associations, clubs, schools, etc.). Attend tournaments, events, and other functions as necessary to ensure operation according to plans.
 3. Manages the activities of City recreation personnel (schedules and assigns work, administers and recommends discipline, evaluates employee performance, approves or denies leave requests, etc.); assist with interviewing and recommends the hiring of job applicants.
 4. Develops and markets promotional information related to recreation activities and programs (e.g., prepares, posts, and disseminates information to the public and the media in a timely manner; ensures accuracy of recreation program and activity information on City's website; provides timely recreation program information to City website administrator).
 5. Orders uniforms, equipment and materials for recreation programs and activities in accordance with established purchasing procedures; maintains inventory of uniforms, equipment and materials.
 6. Assists with the preparation of annual operating and capital budget requests for recreation programs and activities; monitors expenditures to ensure expenses do not exceed appropriations; estimates costs for new programs; prepares and administers grants.
 7. Provides information and assistance to patrons, residents, and the public in a professional and courteous manner; receives and responds to public inquiries and complaints in a courteous and respectful manner.
 8. Prepares correspondence, records, reports, and other documentation. Maintains confidentiality of information and images involving juveniles who participate in programs. In consultation with the City Law Director, determines whether requested documents are available as "public records," as that term is used in RC 149.43.
 9. Attends various meetings and events as representative of the City.
 - Maintains licenses and certifications as required.
 - Demonstrates regular and predictable attendance.

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Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as necessary or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: City/Department goals and objectives*; City/Department policies and procedures*; park and recreation facilities, equipment, and supplies; promotion and marketing; office practices and procedures; manpower planning; supervisory principles and practices; employee training and development; first aid practices; CPR; public relations; budgeting; records management; RC 149.43*.

Skill in: keyboarding; computer operation; use of modern office equipment; motor vehicle operation; use of parks and recreation equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; work with and maintain confidential/sensitive information; exercise independent judgment and discretion; prepare accurate documentation; gather, collate, and classify information; develop and maintain effective working relationships; communicate effectively; maintain records according to established procedures.