



**RECREATION COORDINATOR
(PART-TIME TO FULL-TIME)
POSITION DESCRIPTION**

General Statement of Duties:

The Recreation Coordinator will develop, organize, schedule, supervise, and directly staff youth programs/activities for residents and students and is responsible for the operations of the Evansville Youth Center (EYC). The Recreation Coordinator provides reports to the Evansville Youth Center Board and Evansville Park and Recreation Board respectively and is under the supervision of the City Administrator/ Finance Director. The coordinator supervises the EYC staff and Aquatic Center Supervisor(s).

Distinguishing Features of the Position:

The Recreation Coordinator hours may vary depending on seasonal programming and annual budget allocations. Minimum work will include managing the Youth Center, with additional work including planning youth sports and community recreation activities. Full-time work will include the supervision of park facilities and aquatic center.

Examples of work (illustrative only):

Evansville Youth Center (part-time):

- Provide onsite staffing at the Youth Center and other scheduled programs. Assist and provide staff guidance for Youth Center volunteers.
- Maintain safe, clean, & secure environment at the Youth Center.
- Determine facility and program needs.
- Plan, develop, organize, and implement Youth Center onsite/offsite programs and activities (i.e. field trips, health living programs, first aid, and personal interests).
- Manage budget for programs responsibly
- Manage and organize all fundraising activities for the Youth Center as directed by the EYC Committee.
- Handles customer relations with the public, including youth, parents and city staff. Takes immediate action to resolve conflicts and informs the appropriate supervisory staff of any incidents.
- Market, promotion, and conduct public relations of EYC programs.

Youth Sports Programs (3/4 time):

- Manage and promote youth sports programs such as *T-ball* and *Coach Pitch*
- Collect fees, registrations, develop rosters, draft schedules, place orders, and assign coaches.
- Coordinate with aquatic center, school district, soccer, and other baseball programs to understand and fill in gaps in youth sports via City efforts.

Recreation Programs (full-time):

- Identify and prioritize the creation of community recreation programs outlined in the Park and Outdoor Recreation Plan of the City.
- Develop new activities and programs for residents that focus on social interactions, health, and well-being.
- Responsible for advertising, scheduling, facility preparation, budgeting, staffing, supplies preparation, registration, fees collection, and post evaluations for recreation program activities.
- Oversee the daily operations of summer recreation programs, including the supervision of any summer program staff
- Coordinate with school district, library, Building a Safer Evansville, and Creekside Place on implementing programs and activities for youth and adults
- Lead and supervise activities, monitor behaviors
- Plan, develop, and implement curriculum for the summer camp programs
- Order supplies/snacks and monitor and adhere to program budget
- Coordinate a positive and consistent communication and marketing strategy for City recreation programs
- Presents periodic program updates to the Evansville Park Board.
- Handles customer relations with the public. As conflicts arise with staff or customers, takes immediate action to resolve the problem and informs the appropriate supervisory staff of the incident.

Recreation Management (full-time):

- Provides general oversight and management of aquatic and park facilities throughout the City.
- Manage Aquatic Center Supervisor(s) as well as Parks Custodian
- Monitor and coordinate with Public Works Superintendent and public works staff general maintenance needs of parks and facilities.
- Monitor and coordinate with Public Works Superintendent and City Administrator budget/CIP needs for park facilities.

Miscellaneous:

- Exhibit cheerful and friendly attitude and show respect and concern for others.
- This position may require after hours work as needed for special events and attending board meetings
- The position functions with a great deal of independence.
- Other similar duties as may be assigned consistent with the organization and operation of EYC and recreation programs.
- Report matters of attendance, budget, discipline, and other pertinent matters to the Administrator
- Performs other duties as may be assigned

Required Knowledge, Skills, and Abilities:

- Knowledge and experience in recreation programming.
- Bachelor's degree in recreation administration is desirable.

- Strong organizational and problem-solving skills, as well as the ability to demonstrate good judgment.
- Verbal and written communication skills with the ability to effectively communicate with and to work well with youth, other employees, volunteers, and members of the community.
- Possess strong computer skills to effectively utilize current software like Word and Excel to communicate and inform to students, parents, schools, and boards. Generate flyers and other informational materials for the community.

Work Environment:

Works primarily inside the EYC building. Activities areas within the building include pool table, air hockey, video games, lounge area, kitchen and more. This position may have to operate or assist students operating an oven and stove making snacks. This position may also have to work outside monitoring students and residents outdoors. This position may chaperone students or residents on a field trip or walking to other community locations.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to see and hear the children being monitored. The employee is required to walk, sit, talk, or hear. The employee may be required to lift, pull and/or move up to 50 pounds infrequently and for limited periods.

Selection Guidelines:

Formal applications, rating of education and experience, and an interview and reference check. Job-related tests may be required.

Compensation:

The City of Evansville’s Pay Philosophy categorizes this position in a pay grade of 5

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

Reviewed by the Parks & recreation Board 07/17/2023, Reviewed by the Municipal Services Committee 7/25/2023. Approved by Finance and Labor Relations Committee on 08/03/2023.