



CITY OF CRETE RECREATION COORDINATOR

Job Status: Non-Exempt; Full-time; Hourly

Reports to: City Administrator

Supervisory Responsibilities: Seasonal Recreation Coaches/Referees, Pool Managers, Lifeguards

I. GENERAL FUNCTIONS

Develop, organize, implement, and coordinate all aspects of the City's recreation programs. Create plans and proposals to improve the number and quality of programs offered by the Parks & Recreation Department. Supervise seasonal recreation staff, pool managers and staff. Assist with general park and pool activities and maintenance. Some evening and weekend hours are required of this position.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Efficiently manage activities, assets, and programs within the parameters of the City's recreation budget.
2. Effectively oversee training and scheduling of seasonal recreation staff, including sports coaches and referees.
3. Effectively oversee training and scheduling of pool management and staff, pool readiness and certification.
4. Coordinate existing recreation programs and propose and assist in the growth and development of new programs offered by the City.
5. Continuously evaluate the strengths and weaknesses of the recreation programs and meet with the City Administrator to improve the number and quality of programs offered by the City.
6. Maintain accurate and complete records of all recreation activities, including maintaining the City's recreation program website RecDesk.
7. See that all Park & Recreation equipment is maintained to insure all property is well maintained, safe, and functioning properly.
8. Identify and respond to unsafe behavioral or environmental situations as they occur, and train applicable personnel for response to unsafe situations.
9. Enforce all relevant rules and regulations pertaining to the Parks & Recreation Department
10. Safely operate tools and equipment necessary to fulfill the duties and responsibilities of this position.
11. Participate in snow removal from city parks, sidewalks, and parking lots.
12. Assist with the maintenance of City Parks.

13. Maintain a neat, well-groomed appearance to assure professionalism in accordance with the City's dress code policy.
14. Assist the Human Resource Department in recruiting seasonal recreation program and pool employees, as needed.

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Thorough knowledge of principles and practices of recreation programming.
2. Thorough knowledge of, and certification in municipal swimming pool operations.
3. Lifeguard certification, or ability to obtain certification.
4. Working knowledge of grounds and facilities maintenance practices.
5. Ability to work and communicate effectively with people of various ethnic backgrounds, educational levels, age, and communication abilities.
6. Ability to courteously, tactfully, and impartially enforce rules and regulations.
7. Ability to effectively manage several projects at the same time.
8. Ability to operate Microsoft Office Suite and other computer-related programs as they pertain to the duties and responsibilities of this position.

IV. DESIRABLE TRAINING & EXPERIENCE

Any combination of work experience, training, and education that allows the essential duties and responsibilities of this position to be achieved. An associate or bachelor degree is desirable, but not required. Preference will be given to applicants demonstrating successful experience in similar positions.

V. MINIMUM QUALIFICATIONS

1. Possess a valid driver's license.
2. Must be at least 21 years of age.
3. Must be legally authorized to work in the U.S.

VI. NECESSARY SPECIAL REQUIREMENTS

1. Reside within 20 minutes of the City of Crete.
2. Must maintain a phone.
3. Must be able to work evening and weekend hours as required.

VII. WORKING CONDITIONS & PHYSICAL EFFORT

This position has a heavy work classification for some of its essential duties and responsibilities. Heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, it is determined that they can also do medium, light, and sedentary work.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date

Last Revised: August 2022