



**CITY OF UNION**  
**Job Description**  
Created July 2018

POSITION TITLE: Recreation Coordinator  
DEPARTMENT: Parks and Recreation  
IMMEDIATE SUPERVISOR: Director of Parks and Recreation

**Job Summary**

The purpose of this position is to plan, organize and manage recreational league services and sporting special events. A variety of routine and detailed work will be necessary in planning and implementing all phases of these activities to effectively serve the diverse community population that includes but is not limited to youth, adults, senior adults and individuals with disabilities.

**Principal Duties and Responsibilities**

- Develop, coordinate, administer, implement and oversee varied indoor and outdoor recreation programs and activities, including but not limited to, adult leagues, youth basketball leagues, youth baseball and softball leagues and youth soccer league.
- Ability and willingness to work evenings and weekends, with occasional holidays required.
- Conduct applicable preparation of fields and facilities.
- Separate participants and create teams of similar abilities.
- Recruit and train staff, including umpires and referees.
- Organize practice and game schedules.
- Coordinate staff schedules.
- Secure team and field sponsors.
- Organize team uniform orders by sizes and numbers to submit for ordering.
- Acquire suitable coaches for appropriate amount of teams.
- Ensure the proper background checks have been prepared, processed and passed for all coaches.
- Conduct coaches training and meeting prior to start of each league season.
- Monitor fields and supervise staff during games.
- Initiate requests for purchases and maintains program supplies/equipment.
- Assist with the operation and management at facility concession stands.
- Document and evaluate programs and activities upon completion and make recommendations to continue, cancel or redevelop programs and activities.
- Supervise staff within all parks and facilities in the absence of the Director.
- Use excellent customer service skills at all times, both orally and written. This includes responding to all customer calls, emails or inquires within 24 business hours of receipt.
- Establish and maintain effective working relationships with employees, volunteers, associations, other agencies, participants, parents, community partners and the general public.
- Effectively promote and represent the department within the community. Serve as a liaison or hold a position on various boards. Attend monthly sport associations meetings.
- Operate a motor vehicle to assist in carrying out the business of the department.
- Perform a variety of miscellaneous duties such as answering phone, typing correspondence, preparing mailings, running errands, picking up supplies needed for activities, etc.
- Contribute to overall recreational planning for the department through participation in staff meetings.

- Represent and speak before clubs and groups on department topics.
- Respond to emergency calls.
- Attendance and on-time arrival to work.
- Assist co-workers with assigned tasks.
- Responsible for other duties as assigned.

### **Minimum Education, Experience and Certification Requirements**

- Must possess a valid Missouri Drivers License.
- High School Diploma or GED.
- Equivalent of a minimum of four years of education, experience and training in the recreation, park management, sports management or closely related field, which provides the required knowledge, skills and abilities

### **Skills, Knowledge and Abilities**

This position requires, but not limited to, comprehensive knowledge of recreation programming, facility management and field preparation with a strong background in athletics and customer service with the willingness to learn the detailed operations of the department; well-developed human relations skills to convey concepts and conduct training, and use courtesy when dealing with others; excellent written and oral communication skills; ability to work with minimal supervision, to solve problems comprehensively; produce accurate work on a timely basis; and ability to perform required duties with initiative, good judgment, accuracy, persistence, creativity, integrity, tact and courtesy.

Proficient in Microsoft Office applications, including Word, Publisher and Excel; knowledge in use of a computer, keyboard, multi-line phone, copy machine, fax machine, calculator and mobile phone; and ability to follow written and oral instruction.

### **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:

- regularly required to speak and listen
- frequently required to walk, stand, kneel, stoop, bend, crouch, sit, reach, push and/or pull
- finger, feel, grasp and lift objects
- perform repetitive motions
- frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds
- work closely with co-workers and the general public
- safely operate a motor vehicle

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing 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

- frequently works outdoors during various weather conditions, exposed to extreme summer heat, extreme winter cold, wet and/or humid conditions and outdoor airborne particles
- noise level is moderately loud when in the field and usually quiet while in the office, but during the use of tools and operation of heavy equipment, the noise level may be high