



Annandale Public School District 876

JOB DESCRIPTION

Position Title:

Recreation and Facilities Coordinator

Department:

Community Education

Unit:**Immediate Supervisor:**

Director of Community Education

Grade Placement:

15

FLSA Status:

Non-Exempt

Job Summary: Under the general direction of the Director of Community Education, the Recreation and Facilities Coordinator is responsible for planning, promoting, organizing and providing leadership, coordination and oversight of the youth and adult recreation programs of Annandale School District District. Along with the coordination of the Annandale Public School Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, develops and implements the youth and adult recreation programs for Annandale Public Schools.
 - a. Promotes and informs the public regarding youth and adult recreation programming
 - b. Oversees enrollment and registration for youth and adult recreation
 - c. Determines number of teams for youth recreation depending upon participation and volunteer coach availability
 - d. Determines the types of recreation programs to offer, fees, scheduling
 - e. Lead and supervise the development, implementation, coordination and evaluation of balanced programming for youth and adult recreation
 - f. Researches and recommends new recreation programs including special events
 - g. Coordinates the scheduling of recreational equipment and personnel
 - h. Evaluates and monitors the success of recreational programs through participation, participants surveys/questionnaires and feedback
 - i. Instructs after school recreational programs for youth.
2. Develop and monitor budgets for all youth and adult recreation programs.
3. Organizes, directs, supplies, and facilitates youth athletic teams for grades PreK - 12
 - a. Orders supplies and equipment for teams
 - b. Organizes the scheduling and assists in the setup of the space
 - c. Plans for and schedules all practices and games maximizing use of school facilities
 - d. Recruits, selects, trains and supervises volunteer coaches
 - e. Provides support and assistance to coaches, holds coaches meetings to discuss issues, concerns and needs.
 - f. Monitors compliance with program policies and procedures and safety compliance issues pertaining to recreational activities and programs
4. Oversees the training of all recreational staff, personnel and volunteers
5. Plans, organizes, promotes, sponsors and directs various special events and tournaments.
6. Evaluates program staff and handles personal actions and related activities
7. Coordinates and oversees the marketing and promotions of youth and adult recreational programs
 - a. Prepares brochures, fliers, handouts or other promotional materials.
8. Collaborates with and works with community groups, councils, boards, regarding recreational programming, program needs, operations or other relevant issues pertaining to recreational programming

9. Coordinates facility scheduling for the Annandale Public Schools.
10. Coordinates facility usage with local athletic associations, development and improvement of facilities within district capabilities.
11. Attend meetings, workshops and training sessions as directed by Director of Community Education.
12. Perform other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:

- Bachelor's Degree
- 1 to 3 years prior work related experience preferred in Park and Recreation, Community Education, Leisure Services, Sports Management or related fields

License/Certification Requirements:

- Certification in first aid and CPR will be required after hire.

Knowledge required to perform the essential functions of the job:

- Knowledge of the theories, philosophy and approaches to recreational programming, evaluation, and implementation
- Knowledge of community resources and community organizations within the community
- Fundamentals and basic knowledge of recordkeeping and bookkeeping
- Knowledge of office computer software and scheduling software.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:

- Planning, evaluating, implementing, coordinating and arranging for youth and adult recreational programs, activities, events or services
- Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services
- Ability to work independently and take initiative
- Excellent communication skills (oral and written)
- Keeps abreast of changing developments and trends related to this field
- Demonstrated organizational skills
- Working knowledge of best practices in youth and adult recreation and facilities.
- Skill in developing programs to meet changing needs including community outreach
- Applying bookkeeping and administrative functions required in monitoring budgets purchasing materials, and documenting program functions, activities, participation fees, expenses and the like
- Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and the department

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:

Light Work. Exerting up to 50 pounds of force occasionally to move objects and up to 10 pounds frequently to lift, carry, push, pull or otherwise move objects.