



JOB DESCRIPTION

PARKS & RECREATION

ASSISTANT PARKS & REC COORDINATOR

JOB SUMMARY

Full time with benefits. Under general supervision performs professional duties in scheduling, planning, developing, coordinating, implementing and supervising park and recreation programs for the City.

DEPARTMENT

- Parks and Recreation

IMMEDIATE SUPERVISOR:

- Parks and Recreation Administrator

PAY

- Range: 14.06 – 21.83 per hour

JOB DUTIES and RESPONSIBILITIES:

- Assists Park & Recreation Administrator in planning, organizing, developing, scheduling, and evaluating parks and recreation programs.
- Schedules and coordinates reservations and staffing at various park and recreation facilities such as splash pad, pavilions, softball and baseball fields.
- Provides clerical support, program registration, answer telephones, and maintains correspondence with other divisions or agencies. Responds to public inquiries about facilities.
- Coordinates volunteer requests from the community; recruit, train and supervise volunteer coaches and staff.
- Assists with public relation duties such as preparing and distributing flyers and brochures.
- Assists with preparing and administering individual program or facility budget as appropriate; monitor expenditures and payroll in accordance with established procedure.
- Conducts and attends a variety of training seminars, staff meetings, coaching clinics, and community meetings.
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering supplies and equipment for recreation and athletic programs.
- Enforces rules and regulations of recreation and athletic programs.
- Performs emergency custodial maintenance work; set up tables, chairs, sports equipment, bleachers for classes and programs.

- The above is not intended as an exhaustive list of duties / responsibilities and the employee shall be required to perform any and all other related duties as directed by the Parks and Recreation Administrator.

JOB REQUIREMENTS

Qualifications:

- Valid driver's license
- Bachelor's degree in recreation administration, physical education, social work, psychology or closely related field and one (1) year experience in public recreation; OR an equivalent combination of education and experience.

SKILLS

- Capacity to work both independently and in a team environment
- Ability to adapt to the daily challenges associated with a busy work environment
- Excellent communication and customer service skills
- Ability to work in a variety of weather conditions
- Strong problem solving, conflict management and organizational skills
- Capable of lifting equipment, tables and a variety of heavy objects
- Ability to work flexible hours including overtime, weekends, and nights
- Knowledge in parks and recreation programs
- Working knowledge of City properties and programs is desired

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.

The physical demands of the position are significant. While performing the duties of this job, the employee will frequently be required to walk, stand, sit, bend, talk and hear, and use hands to finger, handle or feel. The employee must be able to lift and/or move up to 30 pounds and may be required to do so on a frequent basis. The employee will be required to exert significant physical effort to perform the job duties and responsibilities of this job. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works near moving mechanical parts and in outside weather conditions. The noise level in the work environment is usually moderate.

Please submit City of Springville application and resume to parcs-rec@springvillealabama.org