



Name		Department	Parks, Recreation, Forestry, Buildings and Grounds
Position Title	Recreation Program Coordinator		
FLSA	Exempt	Reports To	Deputy Director – Recreation and La Crosse Center
Pay Grade	8	Unit	Non-Represented
FTE	1.0 FTE		

Purpose of Position

The purpose of the Recreation Program Coordinator position is to assist in and performs planning, coordination, and supervision of comprehensive recreation programs, events and activities including, but not limited to, planning, scheduling, and implementing recreational activities in specific program areas; recruits, coordinates and supervises the activities of regular, temporary, and volunteer staff; prepares program budgets and monitors expenditures.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Provides direction to and supervises regular, temporary, and volunteer staff, including selecting, monitoring, training, scheduling, and determining workloads, hiring seasonal staff.
- Assists in the development, recommendation and implementation of goals, objectives, policies, procedures, and work standards for the assigned recreation area(s).
- Plans, evaluates, and coordinates programs, classes, athletic activities, and special events, scheduling trips and hiring coaches.
- Monitors the day-to-day operations of programs and events, including making site visits, handling and resolving complaints not requiring the attention of a supervisor and ensuring that programs and events have required materials and supplies.
- Formulates and organizes program plans and schedules for seasonal and year-round activities such as athletic leagues, special events, and day & summer camps.
- Creates program flyers, brochures, catalogs, and newsletters, including determining content, layout, materials, and distribution methods; prepares activity and operating reports.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Prepares memos, letters, and other correspondence.
- Attends trainings as assigned.
- Answers telephone and assists members of the public.

- Prepares reports and spreadsheets.
- Attends meetings as needed.
- Performs other duties as assigned or as necessary.

Minimum Training & Experience Requirements

- Bachelor's degree Recreation Management, Physical Education, Parks Administration, or related field from an accredited college.
- First Aid and CPR certification required.
- Valid driver's license required.
- Computer skills required including proficient use of Microsoft Office suite.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards.
- Ability to compare, count, differentiate, measure, assemble, copy, record, transcribe data and information.
- Ability to classify, compute, and tabulate data.
- Ability counsel, treat and mediate, and/or provide first-line supervision.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures, standards, and federal, state, and local law to specific situations.
- Ability to utilize a wide variety of advisory data and information such as time sheets, job applications, performance evaluations, personnel policies, payroll records, registration lists, brochures, flyers, newspaper copy, event schedules, staff reports, program recommendations, billing statements, receipts, financial reports, department budgets, fee schedules, facility use requests, tax reports, computer software operating manuals, equipment manuals, rule books, recreation books/manuals, program forms, directories, procedures, guidelines, and non-routine correspondence.
- Ability to multi-task with frequent interruptions and changes in priorities.
- Ability to maintain effective public relations.
- Ability to communicate effectively and courteously with City employees and the public.
- Ability to communicate orally and in writing with employees, program participants, students, parents, school personnel, business organizations, recreation organization s, sports clubs, volunteers, program officials/scorekeepers, various City departments, news media representatives, and the public.

Mathematical Ability

- Ability to add and subtract, multiply, and divide, and calculate percentages, fractions, and decimals.

- Ability to interpret basic descriptive statistical reports.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence such as supervising, managing, leading, and instructing.
- Ability to exercise the judgement, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Ability

- Ability to operate, maneuver, and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, sports equipment, common hand tools, graphic arts tools, computer terminal, sound reinforcement equipment, telephone, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert moderate physical effort in sedentary to moderate work, typically involving some combination of kneeling, crouching, stooping, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify individual characteristics of colors, shapes, and sound associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use poses a very limited risk of injury.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.