



Position Title	Recreation Program Coordinator	Department	Parks, Recreation & Forestry
FLSA	Non-exempt	Reports To	Recreation and Facilities Supervisor
Pay Grade	8	Unit	Non-Represented

Purpose of Position

Under general supervision of the Recreation and Facilities Supervisor, assists in and performs planning, coordination, and supervision of comprehensive recreation programs, events and activities, including planning, scheduling, and implementing recreational activities in a specific program area; 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 and summer camps.
- Creates program flyers, brochures, catalogs and newsletters, including determining content, layout, materials and distribution methods; prepares activity and operating reports.
- Performs other duties of a similar nature or level.

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 training as assigned.
- Answers telephone and assists the public.

- Prepares reports and spreadsheets.
- Attends meetings as needed.

Minimum Training & Experience Requirements

- Bachelor's degree in Recreation Management, Physical Education, Parks Administration, or related field from an accredited college.
- Valid motor vehicle license required.
- First Aid and CPR certification required.
- Working knowledge of computer software.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiates measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to counsel, treats and mediates, and/or provides 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 general public.
- Ability to communicate orally and in writing with employees, program participants, students, parents, school personnel, business organizations, recreation organizations, sports clubs, volunteers, program officials/scorekeepers, various city departments, news media representatives and the general 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 functions such as supervising, managing, leading, and instructing.
- Ability to exercise the judgment, 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 moderate skill, such as cutting and typing.
- Ability to exert light to moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, tastes, odors, and textures 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 irritants, intimidation, temperature variations or extremes, machinery and disease may cause discomfort and poses a 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.