

POSITION DESCRIPTION

TITLE: Facilities and Day Camp Coordinator, Parks and Recreation

CLASSIFICATION: Management

GRADE/SALARY RANGE: Grade 12 \$27,214 - \$38,453

SUPERVISED BY: Park Director

FUNCTIONS AND RESPONSIBILITIES

Facilities

- 1) Review all employee time sheets for director/supervisor approval; responsible for all front desk staff and day camp employee timesheets
- 2) Responsible for the hiring, training, scheduling and evaluation of part-time receptionists at The Rec
- 3) Oversee budget of front desk salaries
- 4) Develops and maintains various project tracking reports as needed, including special events, day camps, and advertising effectiveness
- 5) Performs relative data entry as necessary
- 6) Maintain high level of customer service, includes dress attire and phone etiquette
- 7) Provide information in response to inquiries regarding program availability, descriptions, and schedules, as well as general information
- 8) Assist with maintenance of department website and management of social media accounts
- 9) Receipts/Deposits/Reports
 - a. Count money & reconcile Deposit Report
 - b. Prepare daily financial reports, including cash check and credit card transactions
 - c. Prepare tills for outdoor concessions and gate fees with correct change
 - d. Contact patrons to collect for NSF check amount plus fee
- 10) Prepare purchase order requisitions and issue as needed
- 11) Receive and process invoices
 - a. Verify invoices with purchase order numbers issue PO (if needed)
 - b. Process program and rental refund requests
 - c. Send invoices/requests to Accounts Payable for payment
- 12) Prepare bulk mailings for registration forms, printing labels, P.O. reports
- 13) Continue to improve and market special event programming opportunities for all ages
- 14) Supervise daily operations of The Rec office
 - a. Copy machine-order toner & service calls
 - b. Criminal background checks as needed
 - c. Order/Manage office supplies inventory
- 15) Schedule facilities by contractual agreement for the Community Center and Parks Facilities
- 16) Schedule departmental staff to monitor events as necessary
- 17) Coordinate events/rentals to avoid conflict with classes, lessons, camps, other renters, gymnasium use, group reservations, etc.
- 18) Schedule appointments with customers to view the community building or other Parks venues for potential rental

- 19) Communicate with required departments about information, events, and scheduling.
- 20) Organize and coordinate all aspects of Willard Parks Special events
 - a. Recruit volunteers for special events
 - b. Seek and generate donations and sponsorships
- 21) Assist with any additional events or duties as needed

Day Camp

1. Coordinate planning, development, staff oversight, and implementation of all activities in the child care program at designated day camp site(s)
 - a. Budget and schedule field trips and arrange transportation to and from all off-site locations
 - b. Schedule all day to day camp activities
 - c. Manage the selection, inventory, and replacement of consumable and non-consumable camp supplies
2. Conduct the hiring, training, scheduling and evaluation of seasonal day camp staff
3. Produces forms, letters and pertinent documents needed for the implementation of the camp
4. Handles questions, problems, and concerns of parents/guardians before and during camp
5. Develop meaningful and sustainable relationships with participants, parents, and volunteers
6. Establish a positive relationship with each child.
7. Lead games and activities
8. Supervise staff to ensure the safety and well being of all children
9. Maintain records of all injuries and incidences
10. Ensure that all program area schedules are completed satisfactorily in a timely manner
11. Ensure the maintenance of accurate program and administrative records
12. Ensure that the site is kept clean, organized, and free of litter
13. Be responsible for knowing, understanding, training, and executing all camp policies and emergency procedures associated with the camp
14. Complete mid-summer and post-summer evaluations with Camp Staff
15. Interact effectively with the camp staff as a total system, with campers' best interest in mind
16. Be a leader in parent communication and address parent concerns in a timely manner.

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Possess a strong working knowledge of child and adult behaviors
- 4) Knowledge of modern office practices and computer skills, including Microsoft Office.
- 5) Knowledge of the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas
- 6) Knowledge of the principles of administration and the methods of organizing and staffing
- 7) Ability to plan, schedule, organize, implement and evaluate parks & recreation programs
- 8) Must possess an understanding standard English and be able to perform basic math calculations

- 9) Ability to enter data accurately
- 10) Ability to establish and maintain effective working relationships with supervisors and staff
- 11) Ability to manage and organize multiple projects and tasks simultaneously
- 12) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 13) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 14) Ability to work well with young children
- 15) Graduation from an accredited four-year college or university with a bachelor's degree in Recreation Administration or a closely related field
- 16) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license.
- 2) Must be able to pass a background investigation.
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours