



PARKS AND RECREATION

Job Description – Recreation Coordinator

Under general supervision from the Parks Director, performs professional duties in planning, developing, coordinating, implementing and supervising recreation and athletic programs for the Marshfield community. Successful candidates will put people first and manage the values and vision of the City of Marshfield. Individuals in this role are expected to meet organizational goals, achieve operational excellence, and maintain a positive attitude. Individuals will work in diverse team environments and perform various duties in order to maintain the integrity of the recreation programs.

Starting Salary Range \$14.07 – \$16.41 plus a competitive benefits package that includes healthcare, life insurance, retirement (LAGERS), and options for dental and vision. Paid holidays and earned vacation leave.

Duties and Responsibilities

1. Offer high-end, excellent quality programs (such as baseball, swim team, and soccer), including the development of new programs, sports leagues, and/or tournaments according to the Parks Master Plan; perform annual market research of similar programs in surrounding areas.
2. Responsible for all part time and coaching staff associated with recreation programs, including hiring, training, scheduling (via When to Work scheduling software), timesheets, payroll preparation, employee feedback and in-service training.
3. Maintain inventory of supplies and equipment; distribute supplies and equipment, assist with ordering supplies and equipment for recreation and athletic programs; includes oversight of maintenance of fields and complexes, maintaining pool chemicals and functions, and concessions inventory and point of sales.
4. Assist with public relation duties; maintain excellent communication with participants, parents, and community members; demonstrate exemplary guest service practices.
5. Assist with preparing and administering individual program or facility budgets as appropriate; monitor revenue and expenditures in accordance with established procedures; annual cost/revenue analysis for each program each season.
6. Ensures compliance with all safety directives; creates safety check lists for on-site staff; maintains records and reports as such; inspects fields, storage areas, restrooms on a routine basis (or as needed due to weather or other circumstances).
7. Responsible for weekly reports to Parks Director including updates, registration, expenses, revenues, safety reports, staffing, etc.; includes collaborative reports and updates for the Parks Committee and/or the Board of Aldermen.
8. Work onsite for various games and programs (such as tournaments, opening and closing duties for fields, and night swims); includes cleaning and daily operations duties of fields and complexes. This position may include evening/weekend programming and on-call responsibilities.
9. Provide clerical and public relations support including registrations, answering telephones, maintaining correspondence with other divisions or agencies, responding to

public inquiries; includes social media responsibilities (such as website management, monitoring and communicating via social media platforms, and implementation of branding).

10. Responsible for communication needs such as media releases, cancelations or public announcements, and promos; establishes and maintains partnerships for marketing and cross-promotional interests. Works with a variety of social media platforms.

Qualifications and Skills

1. Preferred bachelor's degree in recreation administration, physical education, social work, psychology or closely related field and six months experience in parks and recreation, public relations, or any equivalent combination of education or experience. Directly related experience in developing and supervising recreational programs may be substituted for the formal education on a year-for-year basis.
2. Must possess a valid driver's license; obtain First Aid and CPR certification
3. Knowledge of managing concessions including point of sales, inventory management, and general maintenance of concessions area.
4. Knowledge of maintaining pool chemicals and functions.
5. Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software. Demonstrates strong writing skills.
6. Highly organized intrinsically motivated self-starter
7. Must possess strong leadership skills. Experience training and developing part-time employees is desired.
8. Considerable knowledge of developing and administering recreation programs; working knowledge of the rules of a variety of sports, including the ability to organize leagues and tournaments; ability to run recreation department in director's absence.
9. Ability to work under stressful situations; ability to stay calm; have excellent problem-solving skills
10. Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.
11. Must be team minded with the ability to collaborate and compromise; willingness to develop and promote the ideas of others.
12. Ability to prepare and administer budget, maintain records, and prepare reports.
13. Ability to work evenings, night shifts, split shifts, weekends, and some holidays as needed.

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.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger,

handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

To Apply

- Applications can be downloaded at <http://www.marshfieldmo.gov> or picked up at City Hall.
Completed applications and resumes may be hand delivered between 8:30 a.m. and 4:30 p.m. Monday through Friday, mailed into City Hall, or e-mailed.
- Mail to: **Director of Parks and Recreation 798 S. Marshall, Marshfield MO 65706.**
- E-mail: mbaker@marshfieldmo.gov

*If a reasonable accommodation is necessary, please contact Director of Parks and Recreation 798 S. Marshall, Marshfield MO 65706.