

CLASS CODE: 10220

CLASS TITLE: PARKS & RECREATION COORDINATOR

PURPOSE OF CLASS: Under general supervision of the Town Manager, this position is responsible for developing, organizing, and coordinating events, activities and programs for all segments, groups, ages, and interest levels of the community. This is a permanent full-time position. Pursuant to the Town's Organizational Chart, this position reports directly to the Town Manager.

PRIMARY TASKS:

- Develops, plans, implements, schedules, and participates in various programs, activities and special events based on the needs and requests of the community.
- Plans and directs safe, accessible, attractive and flexible programs for children, youth, and adults of all ages.
- Works with Town leadership, various departments, vendors, event organizers and the public to determine and implement requirements, fees, and activities of events or programs.
- Develops and creates informational material (i.e. flyers, brochures) for the public promoting recreational activities, programs, and special events.
- Develops and recommends annual and continuation budgets with supporting justification for programs, special events, etc.
- Develops and maintains close partnerships with agencies such as school officials, other public agencies and private groups.
- Implements activities involving the use of town facilities, parks, green spaces, and trails, and enforce rules, policies, procedures and processes regarding same, as well as involvement with other recreational facilities and programs in the area (Pender County, Pender Adult Services/Fitness Fusion, Camp Kirkwood, Pender County Schools).
- Coordinate facility and equipment repairs and maintenance at Town parks with the Public Works Department.
- Researches and presents technical and administrative reports and studies to the Town Board of Commissioners and various committees.
- Maintain a positive and supportive liaison with various private and public agencies, as well as Town leadership and departments, including but not limited to Police, Public Works, Planning, and other departments as needed.
- Maintains and performs a variety of administrative responsibilities in support of Town facilities, parks and recreation operations, programs, events and services.
- Assists and attends Town meetings, community organizational meetings and events.
- Prepares and maintains files, records, and reports, including maintaining participant applications, personal information, etc. in the proper manner.
- Performs other duties as assigned.

WORKING CONDITIONS:

- Working conditions for this position will consist of inside and outside work environments.

- This position requires a flexible working schedule. Work will often times need to occur outside of normal business hours (Monday through Friday 8:00 AM to 5:00 PM) due to most activities, programs and special events occurring at times convenient to the community, which would result in possibly evening and weekend hours.
- Must be able to lift up to 30 lbs.
- Must possess visual acuity, hearing, touching and the full use of arms, hands and fingers to compile computer data and statistics, and to perform clerical task operating a computer terminal.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles, practices, game rules and methods for effective sport/athletic, leisure, recreational and other parks and recreation related programs.
- Knowledge of department operations, policies, processes, procedures, and services sufficient to respond to general inquiries from the public.
- Knowledge of common office practices and procedures; knowledge of filing, reporting, and record keeping.
- Knowledge of citizen involvement techniques and processes.
- Ability to organize and conduct research studies and to formulate relevant recommendations based on such studies.
- Ability to assess recreational, athletic, cultural, and social needs of all age, ethnic, and economic groups.
- Ability to apply written and verbal communication skills for positive public interfaces, staff and operational effectiveness, document requirements, program and event marketing.
- Ability to establish and maintain effective relationships with the general public, program participants, and other employees.
- Ability to lead short term and long term projects and programs.
- Ability to exercise sound and independent judgment within general policy guidelines.
- Skill in interpersonal relations, conflict resolution, and dealing with the general public.
- Skill in oral and written communications.
- Strong organizational skills.

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with an Associate's degree in recreation management, exercise science, physical education or related field preferred; a Bachelor's degree is preferred.
- Relevant experience in related field preferred.
- Must possess a valid North Carolina driver's license.
- CPR/First Aid certified preferred or ability to obtain.

Approved & Adopted by the
Town of Burgaw Board of Commissioners

Date: _____