

Job Title: Program and Facilities Coordinator
Department: Parks and Recreation
Supervisor: Parks and Recreation/Library Director
Status: Full-time, Non-Exempt

DESCRIPTION OF WORK

Performs responsible work in the day to day operation of the Community Center, Park and Library. Works includes program coordinating, office management, fitness program management, building/facility management and public relations under the direction of the Parks and Recreation/Library Director. Greets public in a friendly, courteous manner and provides general information regarding facilities, parks, recreation programming, and the city.

Supervision Received: Works under the general and administrative supervision of the Parks and Recreation/Library Director.

Supervision Exercised: None

TYPICAL DUTIES PERFORMED

- Plans, promotes, organizes and assists with various recreation programs.
- Assists in arranging and coordinating special events.
- Coordinates activities to coincide with local or community wide programs/events.
- Schedules reservations for meeting rooms, gym, picnic shelter, trail tours, senior dining, and tax preparation programs.
- Acquaints user groups with services and facilities and either sets up or assists with the set-up of meeting rooms providing necessary equipment for the groups.
- Maintain program participation and event attendance records.
- Assists the Director working with area cities to coordinate and schedule youth sports leagues.
- Assists public and private organizations with various activities and programs.
- Performs clerical duties including but not limited to: word processing, computer applications, registrations and scheduling programs user groups, receiving payments, invoicing user groups, filing and answering phones.
- Responsible for maintaining the office cash box and receipts.
- Receives and transfers messages throughout the facility.
- Prepares weekly deposits, quarterly billings, deposits for special events/fundraisers and maintains accounting records for the Parks and Recreation Department for reporting to the Director and City Clerk.
- Train, direct, schedule, and evaluate part-time staff.
- Complies and prepares Crosslake Parks and Recreation information for inclusion in the school districts Community Education Brochure, and communicates with the community education staff to meet deadlines and promote activities.
- Assists the Director with correspondence to local organizations for donation requests, programs and acknowledgement for donations received.
- Provides clerical support for Library operations, as needed.
- Maintains safety records for the Community Center and park facilities.
- File monthly reports to Healthway's SilverSneakers and the National Independent Health Club Association's various discount reimbursement plans for member's payments and re-imburement to the City of Crosslake.
- Assists with the overall cleanliness and safety of the Community Center and park facilities.
- Assists with designing, implementing an addressing Community Center Policies and Rules.

- Responsible for compiling and updating Safety Data Sheets for all products used at facility/park.
- Prepares meeting rooms for groups and events.
- Assists the Director in supervision of part-time employees including but not limited to: training of new employees, educating staff on new policies, updating employee handbook as needed, scheduling shifts, and providing direction on programming needs and general day to day operations.
- Ensures Report of Injury forms are provided to employees, guests and volunteers as needed and are received by the Director.
- Orders cleaning supplies, paper products, lighting needs, program supplies, maintenance supplies, etc., utilized by the Community Center, Library and Park facilities.
- Oversees the recreation rental equipment program.
- Organizes sports equipment and uniforms, and assists with ordering replacements as needed.
- Performs light maintenance as needed.
- Assists and familiarizes user groups with services and facilities such as meeting rooms and technical equipment.
- Communicates with public on policies, ordinances, facility rules, etc.
- Updates the city website with Parks and Recreation and Library information and programming.
- Designs program and event exhibits for display cases; schedules reservations for user group displays.
- Coordinates program advertising within the facility for and with community organizations including but not limited to: area schools, Parks and Library Foundation, LSS Senior Nutrition Program, Churches and pre-schools.
- Prepares articles and/or pictures and submits information to the local newspaper.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively verbally and in writing, and possess positive customer service skills.
- Ability to develop and foster positive working relationships with staff, volunteers, patrons and community organizations.
- Ability to work independently and prioritize work.
- Ability to lead and instruct children, teenagers and adults in a variety of recreational activities.
- Ability to maintain order within the park and recreation facilities in a professional manner and to resolve disciplinary problems that may arise.
- Ability to work odd hours including mornings, afternoons, evenings and weekends and to adjust hours to respond to the needs of the department.
- Ability to operate various office equipment including but not limited to, computer and related software, telephone, copier, calculator, and audio/visual equipment.
- Ability to maintain confidentiality as needed.

MINIMUM QUALIFICATIONS

- Valid Minnesota Class D driver's license or equivalent.
- One year of previous customer service experience involving public contact.

DESIRED QUALIFICATIONS

- College education, with major course work in recreation management or extensive experience in a recreation leadership setting.