



Recreation Coordinator

Bloomington Park District

Contact Name: Jackie Tithof Steere

Contact E-mail: jackie@bloomingtonparks.org

Contact Phone: 6305293650

Closing Date:

Salary: \$20/hour, may be commensurate with experience

Description:

Part-Time – Year-Round

The Bloomington Park District has an exciting opportunity for an experienced Recreation Coordinator who would like to join our team and share their talents and passion with the community. The starting wage for this position is \$20/hr. and may be commensurate with experience. 20-28 hours per week, IMRF eligible.

Benefits:

Flexible schedule • Potential opportunity to work from home • Free daycare while working, for children three (3) years of age and older in daycare type programs such as preschool, preschool extended care, day camps, sunrise/sunset extended care, days off and Kids' Place programs. • Pension plan through the Illinois Municipal Retirement Fund: employee contribution approximately 4.5%, employer contribution 9-12%. • Free use of the fitness center and water park. • Discounted rate (resident rate) for registrations for all Park District programs for employees and their immediate families. • Educational opportunities, including tuition reimbursement and professional memberships and certifications. • A cheerful, fun work environment. • The chance to connect with and serve the community. • Career-building work experiences. • Lasting friendships and memories.

Recreation Coordinator

Job Description

Function:

The Recreation Coordinator is responsible for the management of the District's gymnastics programs, tumbling programs, ninja programs, and birthday parties. This includes, but is not limited to, early childhood movement programs, recreational level gymnastics, open gym, private lessons, competitive teams, and assigned special events.

Immediate Supervisor:

The Recreation Coordinator is responsible to the Director of Recreation.

Qualifications:

• Degree in Park and Recreation Administration, Physical Education or related field, or equivalent years of experience in recreation management or comprehensive gymnastics setting.

- Knowledge of and previous experience managing recreation and gymnastics programs.
- Previous experience instructing and coaching all levels of gymnastics preferred.
- Prior experience recruiting, hiring, training and supervising staff from junior staff through experienced staff.
- Knowledge of general budgeting principles and ability to comprehend and determine program budgets for assigned program areas.
- Knowledge of managing all safety aspects of recreation and gymnastics programs and other assigned programs.
- Possess a valid driver's license.
- First Aid, CPR, and AED certification.

Required Competencies:

- Ability to work with the public in an effective and professional manner.
- Ability to effectively communicate both orally and in writing.
- Ability to hire, train and supervise staff to result in quality programs and customer service.
- Ability to work effectively with volunteers, full-time, part-time, seasonal, and administrative staff to reach the goals of the District.
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government.
- Capacity to utilize effective time management skills.
- Ability to work under the stress of multiple deadlines and constant interruptions.
- Provide efficient response to requests from other departments.
- Ability to follow directions, communicate verbally and in writing, and comprehend printed materials.
- Capacity to utilize computer skills, including demonstrated proficiencies in word processing, basic spreadsheets, database applications, email, online research, and website navigation.
- Willingness and ability to become proficient in the District's recreation and financial software programs.
- Ability and/or willingness to learn to drive a 14-passenger vehicle/bus.

Essential Functions:

- Develop, manage, and coordinate movement education, ninja programs, recreational-level gymnastics, tumbling, gymnastics birthday parties, special events, themed programs, open gym, private lessons, and competitive teams.
- Coach and instruct gymnastics and related programs.
- Ability to organize and conduct competitive gymnastics and tumbling meets.
- Set up and move equipment as required for programs.
- Communicate with the Director of Recreation on issues that are related to areas of responsibility.
- Develop quality programs that meet the needs of the public and the goals of the District.
- Complete reports accurately and thoroughly.
- Continually identify nationwide and local trends in the areas of recreation and gymnastics programs. Develop and implement similar programs and opportunities for District residents and participants.

- Act as the liaison/board member for the I.P.D.G.C. Gymnastics Conference. Attend required conference meetings.
- Ability to recruit, utilize, and manage volunteers.
- Hire, supervise, and train part-time/seasonal employees to lead quality programs and provide supervision in a safe atmosphere for both participants and staff.
- Prepare information for assigned program areas including, but not limited to, the seasonal brochure, website, social media, flyers, and handouts.
- Prepare and maintain budgets for assigned program areas that are cost effective and meet the monetary goals of the Park District.
- Coordinate fundraising efforts that benefit the gymnastics/tumbling program and teams.
- Provide active marketing of programs by working collaboratively with the Marketing Department.
- Practice exceptional public relations that promote a positive image of the Park District.
- Continually evaluate programs to ensure the needs of the public and the goals of the Park District are being met.
- Organize all demonstrations and/or shows dealing in gymnastics/tumbling.
- Make sure necessary safety equipment is available, used, and properly maintained and protective measures are taken to ensure employee and patron safety.
- Properly orient new employees. Supply thorough job instruction, training, and in-services for new and current employees.
- Exhibit and encourage CHARACTER COUNTS! in the workplace and District programs and facilities.
- Actively support the safety program and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.
- Conduct regularly scheduled gymnastics and program equipment safety checks. Submit equipment safety checklist to the Safety Coordinator.
- Maintain a working knowledge of all general and departmentally specific safety rules.

Marginal Functions:

- Assist with other programs that are not related to your specific areas of responsibility.
- Assist with the development and implementation of special events.
- Continually develop as a professional, attending workshops/clinics and networking with other professionals to help develop innovative programming ideas.
- Attend and participate in staff meetings.
- Represent the Park District at assigned community events and act as the liaison for assigned community groups.
- Perform other duties as assigned by the Director of Recreation.

Psychological Considerations:

- The Recreation Coordinator may feel pressure from long hours, needs from staff/coaches, independent contractors, patrons, and volunteers.
- The Recreation Coordinator may feel additional pressure from having to meet deadlines and

coordinate part-time/seasonal staff.

- The Recreation Coordinator must be highly organized and have the ability to prioritize several projects simultaneously.

Physiological Considerations:

- The Recreation Coordinator must expect to work prolonged days, some of which may include long periods of time on his/her feet, lifting, moving supplies or equipment and leading programs. This is both an office and physical position.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, lifting, reaching, and sitting.
- Ability to set-up and/or move gymnastics equipment and tumbling mats.
- Ability to set-up and/or move program equipment.
- Ability to lift 50 lbs.
- Visual and hearing acuity to perform job-related functions.

Environmental Considerations:

- The Recreation Coordinator may be exposed to outdoor elements while driving to/from supervised activities.
- Prolonged hours with exposure to sun, heat, rain, snow, or other natural elements should be expected.
- When involved with programs that are held outdoors, the Recreation Coordinator may be exposed to conditions such as lightning and temperature.

Cognitive Considerations:

- The Recreation Coordinator must possess both the ability to carry out instructions given by the Director of Recreation and think quickly and take decisive action on his/her own.
- The Recreation Coordinator must have the ability to present ideas and recommendations in a clear and concise manner both orally and in writing.
- The Recreation Coordinator must exhibit good problem-solving skills and good judgment in keeping with the mission of the Park District.
- The Recreation Coordinator must be able to effectively communicate with subordinates in the areas of training and program needs and responsibilities.

Hours of Work and Compensation:

- The position of Recreation Coordinator is a part-time position, 20-28 hours per week, and shall be paid every two weeks at an agreed upon hourly wage.
- This position is classified as a part-time, non-exempt employee status.
- The weekly work schedule will be based on program needs and agreed upon by the employee and supervisor.
- This position is IMRF eligible.
- The starting wage for this position is \$20/hr. and may be commensurate with experience.