



Recreation Coordinator

United City of Yorkville Parks and Recreation Department

Contact Name: Tim Evans

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Contact Phone:

Closing Date:

Salary: Starting Salary \$50,000

Description:

Position Description Overview

Under the supervision of the Recreation Manager (or assigned by), the Recreation Coordinator's main focus of responsibility will entail assisting in the organization, administrative planning, marketing, operation and supervision of athletics, special events, child development, fitness programs and concession operations. Hires, trains, and supervises seasonal staff. Works with school personnel and special interest groups in coordinating facilities and program needs. Requires a flexible, energetic, creative individual with an excellent knowledge of recreation programming and computer knowledge as well as the ability to multi-task. Assist in the creation of the triannual brochure. Assist other staff with activities and special events sponsored by the Yorkville Parks and Recreation Department. This position will require weekend and evening hours dependent on the time of year and programs and events scheduled.

Essential Job Functions

1. Responsible for assisting in the organization, administrative planning, operation and supervision of recreation programming.
2. Assist with the planning and organization of recreation programs and special events.
3. Create and maintain the seasonal triannual catalog for programs and events.
4. Assist in the creation of marketing materials for programs and events.
5. Manage and maintain partnership with school districts including; managing security procedures; opening and closing of all facilities; coordinating shared facilities with Yorkville School District 115 and other organizations as needed.

6. Assist in the moving, lifting, coordination and inventory of facility and program equipment.
7. Directly supervise and monitor recreation programs and events during the day, after school hours, evenings and weekends.
8. Personnel management, supervision and evaluation of recreation instructors, part time staff, seasonal staff, volunteers and coaches during activities, programs and special events.
9. Provide instructor payment reports, pre/post reports, information pertaining to programs and facilities, and conduct instructor evaluations.
10. Assist in registration for programs and facility rentals while maintaining confidentiality of personal information received from patrons.
11. Oversee the recording of data pertaining to recreation programs and operation for departmental quarterly reporting.
12. Recruit, hire, assign and schedule instructors, coaches, referees and part-time staff for activities and league events.
13. Assist with the development of new community partnerships.
14. Assist in the preparation of the annual "activity calendar" pertaining to hours and usage of the Yorkville School District's facilities and other organizations as needed.
15. May regularly be required to lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
16. Perform other duties and functions as directed by the Superintendent of Recreation (or as assigned).

Basic Requirements - Knowledge, Skills, and Abilities

1. Must possess the knowledge and ability to organize and supervise coaches, instructors, and volunteers as it relates to recreation curriculum.
2. Will have the ability to independently resolve problems and mediate when necessary.
3. Will have strong administrative skills, experience in training and supervision.
4. Must establish and maintain good relationships with community, school district and administration.
5. Work record with references that show reliability, initiative, tact and productivity. Ability to establish priorities and make decisions, and to take appropriate action when necessary.

6. Will have the ability to calculate utilizing basic math skills.
7. Will have the ability to administer and supervise computer programming, networking and overall telecommunications.
8. Has the ability to schedule and implement duties in an effective and efficient manner.
9. Possess good communication and writing skills, trustworthiness, and a will to work.
10. Will have working knowledge of the park and recreation system.
11. Must maintain a valid driver's license and abide by the United City of Yorkville's vehicle policy.
12. Must comply with all rules, policies, regulations and procedures related to the United City of Yorkville's employee manual.

Minimum Preferred Experience and Education

1. Bachelor's degree in Recreation Administration, or other related field from a college or university. Prior experience in recreation field (experience) preferred. Currently certified or ability to obtain CPRP within the first year is preferred.
2. Must have experience in computer skills; data entry, registration software, various design software, Microsoft Suite, RecTrac preferred.
3. Must have outstanding written and oral communication skills, must be highly organized and motivated.
4. Must have successfully completed a background investigation with findings of good character and no felony convictions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

We are an equal opportunity employer and this obligation includes our commitment to providing reasonable accommodations when necessary to assist our employees and applicants who are disabled (and those who are pregnant or have a pregnancy related medical condition or disability) in order for those individuals to perform their essential job functions. If you are in need of a reasonable accommodation to perform the essential job functions listed above, we urge you to contact your supervisor or HR to schedule a meeting to discuss the available options.

Starting salary of \$50,000. Submit cover letter, resume, and application to Tim Evans via email at tevens@yorkville.il.us. Job description and application can be found online at <http://www.yorkville.il.us/Jobs.aspx>. Applications will be accepted until position is filled.