



## **Recreation Program Coordinator – South End** City of Evanston

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:** 2024-06-30

**Salary:** \$33.44-\$46.82/hour

**Description:**

**\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

**Typical schedule:** Monday-Friday, 8:30am-5:00pm- Some evenings and weekend hours may be required for programs, events or operational needs.

**NATURE OF WORK:**

Under general supervision of the Division Manager or designee, this position is responsible for the development, coordination and implementation of the daily operations of the South End Community Center. Position includes supervising let's play attendants, custodians, office staff and facility supervisors. This position will coordinate the use of the space by multiple divisions. Work also includes coordinating facility rental and maintaining the daily schedule of the building. Work includes coordinating initiatives and other work assignments in a comprehensive program for the citizens of Evanston. Program focus of this position will be adult recreational leagues but may include, but are not limited to, tennis, after-school, sports leagues, summer/spring/winter camps and special events.

**ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

- Recruits, interviews, and recommends part-time staff, seasonal staff and contracted vendors for programs.
- Supervises recreation instructors and program assistance in the absence of staff.
- Trains, supervises and evaluates employees and volunteer staff.
- Develops implements, supervises, coordinates and evaluates Adult Recreational Leagues.
- Oversees the drop in play activities and staff at the South End Community Center.
- Coordinates facility rentals, special events, programs, activities, and a variety of workshops and seminars related to drop in play at the facility.
- Assists with conducting community outreach to local organizations and affiliate organizations.
- Coordinates with the City's Parks and Recreation Division to develop publicity materials such as; flyers, posters, marketing, and promotional timelines.
- Work collaboratively with coordinators and/or program/division manager to ensure that activities are promoted through social media campaigns.

- May assist with set-up and take down of center rentals and other activities.
- Prepares a variety of written program material, reports, and correspondence, maintains files as required in addition to the preparation of financial records such as including budget recommendations, revenue and expense reports, and the preparation of bills and invoices for payment.
- Consults with other Program Coordinators and Division Managers regularly regarding Center activities and programs.
- Supervises the use of equipment; inspects the equipment regularly for safety, and maintenance as necessary.
- Assists with in-service training of new employees and development of current staff as necessary.
- May assist with the registration of patrons for programs and activities.
- Provides explanations of rules and regulations, if necessary, to individuals utilizing the center and its programs.
- Recommends purchases, and maintains an inventory, of supplies, which may include supplies for the building.
- May assist with promoting programs and events through City of Evanston social media accounts.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

- Bachelor's degree preferred from an accredited college or university in Recreation, Education, Leisure Studies or a substantially similar area or three (3) years or more of programming experience in a parks and recreation program.
- Must possess three (3) or more years of recreation experience within a culturally diverse community and must possess one (1) or more years of experience in a supervisory capacity.
- Must possess a valid driver's license and a safe driving record.
- Ability to communicate bilingually in Spanish is preferred.
- Must possess current First Aid/CPR/AED certifications or be able to acquire and present active certifications as a condition of employment within 6 months of employment and maintain them as a condition of employment.
- Knowledge, skills, and abilities in the following areas:
  - o Ability to read manuals (safety, instructional, etc.) professional and technical journals, financial reports, legal documents, newspapers, and encyclopedias; including the ability to understand read materials, and apply instruction and narrative if required. Considerable knowledge of the philosophy principles and practices of public recreation.
  - o Considerable knowledge of the social and economic characteristics of the community served; especially as such characteristics must be applied to a successful program of services for the center.
  - o Ability to select, assign, train and supervise the work of employees engaged in the center, as well as engaging volunteers when applicable.
  - o Ability to plan, evaluate, organize and direct an adequate well-rounded program of services adapted to community preference and needs.
  - o Excellent verbal and written communication skills, including presentation skills.
  - o Working knowledge of theory, techniques and applications of municipal management.
  - o Ability to establish and maintain effective working relationships with a diverse group of "clients" and staff throughout the City and outside the organization.
  - o Ability to learn, understand and incorporate City ordinances, rules, regulations and procedures into daily activities.
  - o Ability to prepare work assignments, summaries, and reports.
  - o Ability to converse in theory, principles, and methods of effective and persuasive speaking, voice, and diction, phonetics, and discussion and debate.
  - o Ability to work on multiple projects at one time, some of which may have conflicting deadlines

and/or priorities.

- o Ability to identify problems and develop, propose and implement solutions.
- o Ability to facilitate meetings and lead special project teams.
- o Ability to read, understand and interpret manuals, ordinances, policies and procedures, ordinances, statues, rules, regulations, journals, newspapers, memos, letters, reports, financial reports and legal documents.
- o Ability to speak before audiences with poise, voice control and confidence, using proper grammar and vocabulary appropriate to the audience.
- o Ability to be self-motivated, disciplined, organized, and reliable.
- o Ability to be innovative, creative, resourceful and think independently.

**PHYSICAL REQUIREMENTS OF WORK**

Ability to work primarily indoors and is occasionally subject to outdoor environmental conditions – no effective protection from the weather conditions or temperature changes. The employee performs tasks outdoors related to environmental and recreational programs, weather can be hot in the summer, etc., while in the fall and spring can be cool/cold.

Employee should have the ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force consistently to lift, carry, push, pull, or otherwise move objects, including the human body.

Have the ability to lift, reach, handle, finger, kneel, bend, stand for long periods of time, talk, hear, feel, smell, climb, maintain balance, stoop, crouch, crawl, and see the nature of object by the eye.

**SUPERVISION:**

Under the general direction of the Division Manager, work is performed with minimal instruction or supervision, therefore the incumbent must be self-motivated and capable of initiating and developing tasks on a regular basis. Work is assigned through the Division Manager, including the Deputy Director of Parks and Recreation, through specific projects assigned, and through general goals and objectives set by the Department and overall City management. The employee is responsible for prioritizing problems or situations and/or researching and analyzing specific data. Performance is reviewed through observation, completion of projects, status reports, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific project assigned. Work is evaluated annually with respect to programming initiatives, problem-solving ability, customer service, research and analytical skill, written and verbal communication skills, and performance in accordance with this classification standard.

**PUBLIC CONTACT:**

The employee has regular and frequent contact with division and department employees and other City employees as well as regular contact with community residents and representatives; and members of the public and representatives of other agencies, including elected officials

**SELECTION METHOD**	
Structured Oral Interview	

***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

***Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.***

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY)*