



## **Director of Human Resources** City of Mt. Vernon Illinois

**Contact Name:** Cheryl Conner  
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**Closing Date:** 2024-07-18  
**Salary:** \$50,000-\$60,000

### **Description:**

# **PARKS & RECREATION COORDINATOR**

**Department/Division:** Parks Department

### **HOURS OF WORK:**

Scheduled to work 8-hour days, 40-hour hours per week, usually 8 a.m. to 5 p.m., Monday through Friday. If events or meetings occur on weekends or evenings, hours of work are subject to change. FLSA Classification is non-exempt

### **DISTINGUISHING FEATURES OF WORK:**

Subject to the administrative direction of the Director of Parks and Public Facilities and the City Manager, plans, directs, and administers park recreation programs and sports events; promotes the park facilities to the community; manages the Aquatic Zoo; approves purchases for recreation programs; prepares and maintains written records of program activities; supervises the development and implementation of recreation programs and activities; supervises and directs the work of recreation employees; supervises and directs the work of the Parks Secretary; and, organizes, coordinates, and oversees volunteers for Park programs.

### **ILLUSTRATIVE EXAMPLES OF WORK:**

Plans, directs, and administers all park recreation programs  
Develops plans and implements a wide variety of current and new recreational and instructional programs at park facilities for all age groups and interests – children, adults, & seniors.  
Markets the Parks and Recreation programs, facilities, and amenities  
Schedules the use of park facilities – ball fields, soccer fields, community building, shelters, etc.

Supervises recreational employees, such as the Aquatic Zoo managers & pool personnel, concessionaires, umpires, clerical employees, etc.  
Provides training and evaluates all recreational employees  
Purchases and stocks concessions for park-managed concession stands  
Purchases and maintains recreational equipment  
Oversees the operation of the municipal aquatic facility; develops and implements a pool facility maintenance program  
Oversees the renovation and maintenance of parks facilities  
Inspects physical facilities and develops plans for their replacement; schedules maintenance and use of facilities  
Studies and analyzes recreational needs and resources  
Evaluates effectiveness of recreation areas, facilities, and services  
Studies local conditions and develops immediate and long-range plans to meet recreation needs of all age groups  
Prepares and maintains records of recreational expenditures and activities  
Aids in the preparation of the budget and directs expenditure of funds  
Collaborates with Tourism  
Collaborates with Public Works  
Coordinates programs and projects with the Parks Director  
Prepares Parks and Recreation digital newsletter  
Recruits and organizes volunteers to assist with the park recreation programs  
Perform duties as assigned.

## **REQUIREMENTS:**

### **Education**

Bachelor's Degree in Recreation, Facilities Management, Sports Management or similar fields is desired.  
Experience in event programming and/or Aquatics is required.  
Certified Pool Operator or ability to obtain certification.  
Experience with desktop publishing, Microsoft Word and Excel, preferred.

### **Experience**

Requires a minimum of two years responsible work experience in recreation or a related field  
Knowledge of a wide variety of recreational programs  
Requires ability to handle multi-tasking  
Requires people management skills  
Requires ability to organize duties and produce results in a timely manner  
Requires excellent communication skills, written and verbal  
Knowledge of the function, organization, and operation of City Government, preferred  
Requires ability to successfully pass a background security and credit check.  
Requires extensive knowledge of modern office procedures and practices.  
Valid Illinois Drivers License

### **Significant Responsibilities**

Requires ability to plan, direct and administer park recreation programs and activities  
Requires ability to effectively supervise the work of employees

Evaluate and document employee performance. Issues oral and written warnings, leading to suspension and/or termination

Requires ability to establish and maintain effective working relationships with subordinates, fellow employees, and the general public

Requires ability to implement recreational programs for all age groups and to expand existing programs

Shows respect and sensitivity for cultural differences; treats others with respect and consideration regardless of their status or position

Observes safety and security procedures

Ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action

Requires ability to organize duties and produce results in a timely manner; consistently at work and on time

Requires excellent communication skills, written and verbal

### **Physical Requirements**

Occasional walking, reaching, bending, and lifting or carrying object under 50 pounds

Requires the ability to be exposed to outside weather conditions for extended periods of time

Use written sources of information, e.g. read reports, procedural documentation, reference materials

Perform detailed work requiring visual acuity

Use non-verbal auditory sources of information, e.g., alarms & cell phones

### **Residency Requirement**

Residency within the limits of Jefferson County is required of all City Employees