

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: RECREATION COORDINATOR (Job Code 733)**

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#### **GENERAL STATEMENT OF JOB**

Under the direction of the Parks and Recreation Recreation/Athletic Supervisor, in accordance with and pursuant to applicable departmental and City policies/procedures: assists in the planning, recommending, organizing, and monitors all athletic and recreational departmental programs. Performs general office, administrative and clerical support for the City's comprehensive recreational and athletic programs. This position will assist with scheduling the City's recreational and athletic facilities for youth, adult, and family activities, and sport tournaments as well as prepare standard documents, reports, relaying and solving routine telephone, email and/or walk-up inquiries, processing registration forms, performing data entry and establishing and maintaining records customer service, public information, public relations, and departmental budgeting and finance with respect to both on-going programming operations; and performs comprehensive emergency response duties before, during, and after an emergency occurrence.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Assists in the planning, organizing, and implementation of new and existing recreational/athletic activities

Surveys new and existing recreational/athletic activities participants to ensure the City's standard level of service is being met

Prepares and maintains accurate, concise, and comprehensive reports, logs, files, surveys and records for all components common to the departmental operations including but not limited to activity/program/event planning, participant attendance, personnel matters as directed by the Division Head,

Receives and processes requests for facility rentals and reservations in a manner that does not create a conflict with another such request by referring to the rental/reservation calendar log, conferring with fellow staff members, reviewing current rental and reservation form files, and reviewing each completed rental/reservation form for accuracy before issuing a confirmation of the requested date/time/location.

Works shifts that will vary in length/duration and also by day, date, starting/ending time, and schedule in order to accomplish assigned tasks, duties and responsibilities.

Performs all facets of office and clerical support operations common to a modern municipal parks and recreation operation, including but not limited to: properly utilizing modern office equipment; filing; preparing correspondence for the Department Head; and demonstrating superior competency in the use of a PC, its accessory equipment and related program software.

Operates their personal vehicle- or a City vehicle when so assigned- to accomplish designated tasks.

Performs any departmental divisional work as the need arises as a result of any cause, i.e., short staffing, special circumstances or project, competing priorities, emergency response staffing, etc.

Answers all nature of inquiries that are made via whatever source regarding the functions/operations of parks and recreation department in particular and the City in general, by addressing the inquiry directly and then by referring individuals to the appropriate resource when otherwise applicable.

## **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or equivalent; supplemented by minimum of two (2) years' related work experience in comparable position.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve frequent walking, standing, bending, stooping, some lifting and carrying of objects of moderate to heavy weight (20-50 pounds), and occasionally very heavy (100 lbs. or over) items.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority through spoken language.

**Language Ability:** Requires the ability to read standard English.

**Intelligence:** Requires the ability to apply common sense understanding to perform semi-repetitive tasks. Requires the ability to apply principles of influence.

**Verbal Aptitude:** Must communicate efficiently and effectively in standard English. Must speak with poise, confidence and voice control.

**Numerical Aptitude:** Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately for record keeping.

**Manual Dexterity:** Requires the ability to lift heavy items. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors or shades of color.

**Interpersonal Temperament:** Requires the ability to deal effectively with people in both the giving and receiving of instructions.

**Physical Communication:** Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of municipal rules and regulations related to the use of pool areas.

Knowledge of pool maintenance and proper chemical formation of pool water.

Knowledge of report and record keeping principles and practices.

Skilled in oral communications for effective and teaching clarity.

Ability to make sound, quick, impending judgments and to handle persons in emergency situations.

Ability to perform rigorous exercises and keep in top physical condition.

Ability to enforce rules and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective relationships with supervisor, subordinate personnel, and general public.

### **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

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Employee Name and Signature

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Date