

## **FOSS PARK DISTRICT**

**TITLE:** Recreation Coordinator 2

**REPORTS TO:** Recreation Superintendent

**(THIS IS AN IMRF QUALIFIED POSITION)**

### **GENERAL STATEMENT OF DUTIES:**

The Recreation Coordinator 2 is responsible for developing, organizing, evaluating and supervising of all adult and senior programs and special events for the residents of Foss Park District.

### **Supervision Received:**

The Recreation Coordinator 2 is supervised by the Recreation Superintendent.

### **Supervision Exercised:**

The Recreation Coordinator 2 supervises volunteers for adult and senior programs and special events. The Recreation Coordinator 2 will also work in other activities within the recreation department.

### **DUTIES AND RESPONSIBILITIES:**

1. Plans and implements comprehensive programs and trips for the adult and senior population and special events consistent with goals and objectives of Foss Park District. Keeps alert to current trends in field of recreation and keeps alert to needs and desires of program participants.
2. Conducts meetings, special event, oversees elections and obeys all by-laws.
3. Prepares annual budget for adults and seniors and special events and makes recommendations for purchase of capital projects. Administers the budget as adopted by the Park Board. Monitors expenditure to maintain budget guidelines. Prepares P.O. and check request in accordance with established accounting procedures.
4. Maintain a system of records and reports and submits all necessary reports on a time basis.
5. Abides by and follows all policies and procedures of Foss Park District.
6. Assist in proper inventory of all supplies and materials. Assist in risk management.
7. Responsible for promotion and publicity of adult and senior programs and special events. Submits copy for Park District brochures and flyers. Distribute marketing materials and evaluate programs. Strives to create community awareness of the recreational needs of adults, seniors and special events.
8. Establishes and nurtures a positive public image. Attends regularly community meetings that have importance to the effective functioning of assigned program area.
9. Works cooperatively with recreation staff and other departments to schedule facilities to avoid conflicts in program implementation and vehicle usages.
10. Attends scheduled staff meetings, training, workshops as assigned.
11. Complete job related training yearly.

12. Perform other related duties as required or assigned.

**HOURS:**

The Recreation Coordinator 2 shall be on duty as required of the position or scheduled by the Recreation Superintendent. This position will need to work some night and weekend hours as required.

**QUALIFICATIONS:**

Documents that establish both identity and employment eligibility are required.

**Education:**

Preferred education includes a Bachelor of Science in Recreation and Parks Administration or related field. A combination of education and work experience may substitute for B. S. degree.

**Experience:**

Must have at least one (1) experience in program planning for adults, seniors and special events.

**Knowledge and Abilities:**

- General knowledge of recreation, parks and leisure field.
- Considerable knowledge and abilities to plan, organize, supervise and evaluate adult and senior programming and special events.
- Ability to deal effectively and courteously with the public and staff.
- Ability to communicate effectively both orally and in writing.

**Licenses:**

- Valid Illinois Driver's License.
- CPR

**Physical Requirements:**

Physical condition adequate to drive park district vehicle (such as 15 passenger van), to conduct programs, special events and trips.

**CONDITIONS OF CONTINUED EMPLOYMENT:**

- Must submit to a physical examination.
- A background check is mandatory.