



City of Council Bluffs

Job Description

Recreation & Events Coordinator

Department: Parks & Recreation
Supervisor: Recreation & Events Manager
Location: City Hall
FLSA Status: Non-Exempt
Prepared By: Mallory Davis, Recruiter
Prepared Date: February 2019
Union: CWA
Pay Grade: 16
Pay: \$48,272.21

The City of Council Bluffs is an Equal Opportunity Employer.

Summary: An employee in this class is responsible for the planning, coordinating, and implementing of the year-round youth sports programs, special events, and activities for the Department.

Essential Duties and Responsibilities: includes the following.

- Assumes primary responsibility for promoting and scheduling City youth sports programs
- Coordinates the rental of the Pavilion and parks for recreation activities and events
- Works closely with coaches and instructors in a professional manner
- Serves as liaison for department assigned recreation activities, including but not limited to, planning, organizing, implementing, leading, and evaluating the activity
- Serves as a liaison to the community in regards to community partnership; development coordination; proposals; special use permits; and rentals
- Attends outreach events such as fairs/expos, community meetings, committee meetings, etc.
- Promotes outdoor recreation activities working with Communications Officer to prepare publicity for agency publications, flyers, and posters as well as internal programmatic resources
- Presents program information at a variety of meetings and public speaking opportunities
- Professionally responds to inquiries, questions, and complaints from participants
- Responds to emergencies involving participants and staff
- Works cooperatively with all staff, other agencies, and the general public
- Coordinates with other City departments in implementing specialized events
- Orders and/or purchases supplies required for activities such as special events, program activities, and community partnership events within authorized spending limits

- Maintains monthly records, reports, forms, and documentation required of program area
- Regular and predictable attendance is required
- Other duties as assigned

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

- Bachelor's Degree in related area of study
- Two (2) to four (4) years of related experience
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities

Certificates, Licenses, Registrations:

- First Aid and CPR/AED

Physical Demands:

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to fifty (50) pounds.
- The employee must be able to frequently lift and work with up to twenty (20) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, and in high noise levels.
- The employee will likely be required to stand and be mobile for the majority of the work period.

Other Skills and Abilities:

- Knowledge of recreation program development and scheduling
- Knowledge of instructor/staff recruitment, screening, retention, placement, and evaluation
- Knowledge of program planning, organizing, and implementation
- Familiarity with outdoor recreation activities and special projects
- Problem solving skills
- Human relations skills and public speaking
- Proficient technological skills including Microsoft Office, social media, database management, and the ability to learn new technology
- Work independently with accountability
- Excellent written and verbal communication skills

- Establish and maintain satisfactory working relationships with staff, volunteers, participants, community groups, and the public
- Ability to work a variety of shifts, length of shifts, and days of the week as event/program requires

Please visit the City's Employment Opportunities page to apply for this position by the application deadline of April 17, 2019.

The City's Employment Opportunities page can be found at the following link:

<https://mss.councilbluffs-ia.gov/MSS/employmentopportunities/default.aspx>