



**Vinton Parks and Recreation Department**  
**Job Description**  
**Recreation Coordinator**

Nature of Work

Under the general supervision of the Director of Parks & Recreation, the Recreation Coordinator performs administrative, supervisory, professional work in the planning, development, and operation of a comprehensive public recreation program.

Minimum Qualifications

1. Bachelor's Degree from an accredited institution in leisure services, recreation / sports administration, physical education, or closely related field.

Example of Duties

1. Plans and manages a comprehensive citywide recreation plan including athletic leagues, instructional programs, day camps, outdoor recreation, and special events.
2. Assists in managing the outdoor community pool along with programs therein, including staffing, maintenance, and upkeep.
3. Responsible for the marketing and promotion of parks and recreation programs and facilities.
4. Trains, supervises, and evaluates work performance of seasonal personnel; makes recommendations for hiring and termination; prepares schedules and assignments for recreation personnel.
5. Approves purchases of supplies and operating inventory for recreation programs. Develops alternative funding sources for programs and improvements.
6. Performs public relation duties; responds to complaints; handles rule enforcement and subsequent disciplinary follow up; prepares news releases, information and marketing bulletins or other publicity on recreation activities.
7. Schedules facilities with school districts and other entities for program use.
8. Provides a backup to clerical staff for answering phones; assisting at registration counter; providing clerical support.

Special Requirements

1. Have valid Iowa driver's license and must be insurable.
2. Must be Certified Pool Operator or be able to obtain within 60 days of employment.

Skills and Abilities

1. Working knowledge of recreation programs and their management; working knowledge of the rules of a variety of sports; working knowledge of modern office and bookkeeping procedures.
2. Skill in operating a variety of office equipment; PC experience a plus.
3. Ability to participate in active sports and recreation activities.
4. Ability to organize and direct programs.
5. Ability to work some nights and weekends.
6. Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
7. Ability to follow written and oral instructions.
8. Ability to communicate effectively, verbally and in writing.

Tools and Equipment Used

Examples of some of the equipment utilized on the job include but are not limited to: Computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile, various

sports equipment, various hand tools.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms.
2. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
3. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
2. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

This job description is not a complete statement of every task and responsibility that is required on the job. It contains the major duties performed by an individual and may require a person to assist with other tasks as necessary.

### **TO APPLY:**

Send Cover Letter and Resume to-  
Matt Boggess  
701 A Street East  
Vinton IA, 52349