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

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