



**Job Description**  
**Recreation Coordinator**  
**Fitness & Active Adults**  
**Full Time–Exempt**  
**Position Open Until Filled**

**SCOPE OF POSITION**

General Statement of Duties: Recreation Coordinator is responsible for developing, coordinating, implementing, and supervising recreation programs for the Eaton Area Park and Recreation District.

Supervision Received: Works under the direction of the Programs and Facilities Manager

Supervision Exercised: Supervises Part Time - Recreation Specialists

FLSA Status: Exempt

Salary Range: \$40,000-\$52,000

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Under the direction of the Programs and Facilities Manager, the Recreation Coordinator is responsible for developing, coordinating, implementing, and supervising all recreation programs in the program areas of Fitness & Active Adults (50+) for the Eaton Area Park and Recreation District.
- Provides leadership and manage an innovative and growing fitness program that includes personal training, group fitness and fitness/wellness special events.
- Ensure all fitness programs and equipment operate within required risk management procedures and oversee the implementation of safety standards.
- Develops, implements, and updates standard operating procedures and guidelines for fitness and active adults.
- Provides leadership and develops relationships with active adults throughout the community and community center.
- Creates and implements programming including education, trips and activities for active adults.



- Maintains working relationship with the Weld County Lunch Program and volunteers to provide weekly lunches for Active Adults.
- Assists with the preparing and administering individual program or facility budgets; monitor expenditures and payroll in accordance with established procedures.
- Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or District programs; may respond to public inquiries about the facility.
- Ability to serve as Manager on Duty for the Eaton Area Community Center.
- May open and close the operations of the Community Center as needed.
- May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs, and bleachers. May provide room set ups for facility rentals as needed.
- Assists Programs and Facilities Manager in planning, organizing, developing, scheduling, and evaluating recreation programs.
- Assists with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary.
- Coordinate volunteer requests from the community; recruit, train, and supervise volunteer coaches and staff.
- Schedule recreation facilities and supervise condition of facilities.
- Coordinate a develop relationships with various community agencies.
- Conduct and attend a variety of training seminars, staff meetings, clinics, and community meetings.
- Maintain inventory of supplies and equipment; distribute supplies and equipment; assist with ordering supplies and equipment for recreation programs.
- Prepares statistical reports on a monthly basis, and prepares data and narrative for inclusion in annual reports.
- Represents the District at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
- Performs miscellaneous job-related duties as assigned.



## **QUALIFICATIONS**

### Education and Experience:

- Requires a BA or BS in Park and Recreation, Administration, Business or related and relevant field of study, and a minimum of six months experience directly related to the duties and responsibilities specified.

### Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of developing and administering recreation programs; ability to perform all duties in the absence of supervision.
- Ability to work under stressful situations and conditions; ability to stay calm; must have excellent conflict resolution and problem solving skills.
- Ability to prepare and administer budget, maintain records and prepare reports.
- Ability to work evenings, nights, weekends, and some holidays.
- Ability to participate in active sports and recreation activities; ability to organize and direct recreation programs.
- Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Valid Colorado driver's license with acceptable driving record for the past three years.
- Excellent communication skills and positive attitude.
- This position is subject to the Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, and follow-up testing.

### **EQUIPMENT AND VEHICLES USED:**



Personal computer, including word processing software; calculator; copy, scan and fax machine; phone; portable radio; automobile; various sports equipment used in recreation programs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- 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 feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.