



<b>Job Title:</b>	Recreation Program Coordinator	<b>Job Category:</b>	Non-exempt Employee
<b>Department/Group:</b>	Parks & Recreation Department	<b>Job Code/ Req#:</b>	P/R Position #15
<b>Location:</b>	Powell Community Center	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>	\$49,039-\$71,111	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Jenny Smith ( <a href="mailto:jsmith@missionks.org">jsmith@missionks.org</a> )	<b>Date posted:</b>	July 26, 2024

**Applications Obtained & Returned To:**

**POWELL COMMUNITY CENTER**  
**6200 Martway St**  
**Mission, KS 66202**

*(Applications can be obtained by asking the front desk at either PCC entrance. Once you have completed it, you return it back to the desk. They will place the app in the appropriate hiring manager’s mailbox.)*

**Job Description**

**ROLE AND RESPONSIBILITIES**

Under the supervision of the Recreation Supervisor, the Recreation Program Coordinator is a non-exempt position under FLSA. This position performs moderately difficult work in planning, implementation, and coordination of a wide variety of activities, classes, programs, and special events at the community center, pool, parks, and other locations. The position may be assigned a flexible schedule as evening and weekend work is required. Receives supervision from the Parks and Recreation Program Supervisor.

**ESSENTIAL FUNCTIONS**

- Plans, organizes, and coordinates recreation programs, sports programs, fitness programs, and special events for the department for all ages and locations.
- Plans and organizes summer camp activities, events, and staffing.
- Ensures fitness area and weight room are in good working condition, reports issues to supervisor, and works with contractors to repair and replace problems.
- Serves as liaison with contract instructors and personal trainers.
- Assists with all department special events.
- Provides marketing of programs and facility; uses social media and traditional marketing methods.
- Ensures activity guide is accurate and distributed per schedule.
- Maintains excellent customer communication and service.
- Input program and information into registration system.
- Evaluates new programs and changes
- Assists with other recreation programs, special events, and City functions as requested.
- Set-up and take-down of equipment used in events and programs

- Performs all other related tasks as required.

#### **MARGINAL FUNCTIONS**

- Assist in training of seasonal and part-time staff
- Understands and enforces department and community center rules and policies.
- Performs other duties as deemed necessary or assigned

#### **POSITION REQUIREMENTS**

**CERTIFICATE/LICENSE:** Valid driver's license.

#### **REQUIRED EDUCATION AND/OR EXPERIENCE**

Two to three years related experience and/or training; or Associate degree; or equivalent combination of education and experience.

#### **PREFERRED EDUCATION AND/OR EXPERIENCE**

Four to five years related experience and/or training; or a Bachelor degree from a college or university; or an equivalent combination of education and experience. Degree in parks and recreation or related field. Experience preferred.

#### **ABILITIES, KNOWLEDGE, SKILLS**

- Ability to anticipate problems.
- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to effectively present information, respond to questions and effectively interact with associates, clients, customers, managers, and the general public.
- Ability to establish and maintain effective working relationships with associates, public and others.
- Ability to interpret a variety of instructions and directions furnished in written, oral, diagram, or schedule form.
- Ability to maintain a high level of energy, enthusiasm and creativity.
- Ability to maintain files and records.
- Ability to meet the public and discuss problems and complaints, respond effectively to sensitive situations or inquiries.
- Ability to perform a considerable volume of detailed recordkeeping tasks accurately and efficiently.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out duties.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to work independently.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of department programs, policies, procedures and regulations.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.
- Skill in organizing and prioritizing tasks.

**SUPERVISION:** May work with and supervise part-time and seasonal staff.

**FINANCIAL ACCOUNTABILITY:** Employee is responsible for department resources and equipment. Employees do not participate in the annual budget process.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such as fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate to loud. The worker may be subject to extreme environmental conditions including high temperatures and humidity, noise, and hazards associated with power and hand tools. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. The noise level in the work environment is usually loud when in the field, moderate when in the office.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds occurs, in emergencies may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data operation of machine.

**SIGNATURE and APPROVAL**

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Employee

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Date

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Department Director

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Date

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City Administration

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Date

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.*