



RECREATION COORDINATOR

Status: FLSA Non-Exempt

Department: Parks

Location: Parks Administrative Offices

Supervisor: Community Recreation Manager, Parks

Principal Function: The Recreation Coordinator is responsible for developing, implementing, monitoring and evaluating special events, programs, activities, and services in recreation facilities, such as parks, sports fields, and other facilities.

Essential Duties and Responsibilities: Duties include, but are not limited to:

- Conducts research to identify programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new programs or modifications of existing programs to meet community needs.
- Ensures that a variety of sport, recreation and cultural programs are planned and implemented; and evaluates the effectiveness of these programs, ensuring they are successful.
- Coordinates program staff, volunteers and contractors.
- Creates and manages schedules for activities and facilities.
- Oversees and manages contract services.
- Assists with volunteer program including recruitment, training, tracking hours, and organizing volunteer awards program.
- Assists with promoting programs through active community relations campaigns, arranges for advertising of programs, and maintains constant community engagement.
- Introduces new program activities, equipment, and materials to staff.
- Leads daily activities and program operations.
- Serves as Market Coordinator for Brownsburg Farmers Market assisting with weekly market messaging, vendors, and partnership agreements.
- Identifies grant opportunities; develops and prepares grant proposals.
- Studies schedules and estimates time, cost, and labor estimates for services and/or completion of job assignments.
- Interprets company policy to employees and enforces safety regulations.
- Plans and assigns work, conducts assessments, and contributes to employee development.
- Analyzes and resolves work problems, or assists employees in solving work problems.
- Ensures compliance with regulatory mandates for all operations.
- Prepares accurate and timely progress reports. Informs supervisor of project/program status and any deviation from established timeline or goals.
- Responds to concerns, problems, and/or complaints in a timely manner, maintaining a customer service philosophy.
- Assists with maintaining inventory of recreation supplies and equipment, initiating repairs/replacement, and ordering.
- Assists with recruiting, hiring, training staff, evaluating employee performance, and recommends promotions, transfers, and disciplinary action.

- Assists with recreation program budget and ensures it is adhered to; prepares program reports concerning programs, costs, participant numbers, and equipment and facility use.
- Assists with coordination of operating activities and documentation of recreation programs.
- Maintains records on program activities, attendance, and other pertinent information; prepares a variety of operational and business reports, and associated correspondence.
- Assists with development and implementation of policies, practices, procedures, and attainment of operating goals.

Supervisory Participation & Control: This job has employee supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Brownsburg. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Education and/or Experience: A Bachelor's Degree (B.A./B.S.) in business or parks administration, recreation, or other related field; and 1-3 years related experience and/or training; or equivalent combination of education and experience is required. Previous experience working in municipal government is preferred. Previous experience in a supervisory role is desired.

Knowledge, Skills, and Abilities:

- Knowledge of planning, developing, implementing, and evaluating park operations and related programs and services.
- Ability to obtain required certifications/licenses as outlined by Department standards.
- Highly organized and detail oriented.
- Resourceful and creative.
- Analytical skills and problem-solving ability.
- Must exhibit professionalism and be effective working with public, vendors, and employees.
- Skillfully convey information on a wide range of topics to a diverse target audience.
- Influencing and consultative skills are critical.
- Proficient with commonly used office software, including but not limited to: MS Word, Excel, PowerPoint, Outlook, as well as telephone and internet communications.
- Ability to handle confidential information.
- Effective prioritization and time management skills.
- Ability to work in a fast-paced, high-pressure, deadline driven environment.
- Strong initiative to strive for continuous accuracy, quality, and timeliness of information.
- Ability to build and maintain effective relationships through strong interpersonal skills with emphasis on relationship-building and consistent demonstration of solid professional judgement.
- Ability to manage multiple projects and tasks simultaneously.
- A genuine commitment to quality on behalf of the Town while building a culture committed to excellence is mandatory.
- Must have and maintain a verifiable Driver's License, demonstrated safe driving record, and remain insurable through the Town's liability insurance carrier if applicable.

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently will stand; walk; and lift and/or move up to 50 pounds without an assistive device (greater weights may be required with the use of an assistive device). The employee occasionally will climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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 duties and responsibilities

This job operates primarily in the general community with moderate safety/health hazard potential. The noise level in the work environment is usually moderate to loud. However, job duties will require employee to perform skilled labor with high safety/health hazard potential.

While the role follows a work schedule of 10AM to 4PM, Monday through Friday, this job may require work beyond these hours which may include nights, weekends, holidays, and on call status. Frequent in-town travel will be required.