

ORDINANCE NO. 01-60 AC CMS

AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE POSITION OF RECREATION COORDINATOR

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, state of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the amended job description for the position of Recreation Coordinator, a copy being attached hereto, is hereby approved.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this Ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - July 2, 2001 (E)
2nd Reading -
3rd Reading -

ATTEST:

Kecy J. LaRosa
CLERK OF COUNCIL

Thomas M. Richmond
CHAIR OF COUNCIL

POSTED: July 3, 2001

EFFECTIVE DATE: July 3, 2001

RECREATION COORDINATOR

GENERAL STATEMENT OF DUTIES

Responsible for planning, implementing, supervising and evaluating a comprehensive City recreation program for all citizens. Supervises designated personnel.

SUPERVISION RECEIVED

Works under the supervision of the Director of Planning and Zoning.

SUPERVISION EXERCISED

Oversees hiring of temporary and seasonal staff; establishes and coordinates staff training, i.e., First Aid and C.P.R.

JOB DUTIES

- Implements and augments existing recreation programs.
- Develops new recreation and leisure-time programs to fit the needs of citizens of all ages and varying interests.
- Coordinates activities with local educational and community groups.
- Serves as staff liaison to Oberlin Recreation Commission, Oberlin Youth Council and related committees.
- Secures sites and resources for recreation programming.
- Prepares press releases, advertises and markets recreation programs.
- Develops and coordinates special programs and festivities, including 4th of July, Earthday and Halloween.
- Prepares or directs the preparation of periodic and special reports.
- Identifies supplemental funding sources and prepares proposals for grant applications and funding requests.
- Assists in preparation of recreation program budget.
- Perform other related duties as assigned by the Director of Planning and Zoning.

RECREATION COORDINATOR

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MINIMUM QUALIFICATIONS

Bachelor's degree with concentration in Recreation, Education, Sociology, or Psychology or related programs; or an Associate's degree with equivalent work experience in the above fields or equivalent work experience in Recreation. Strong oral and written skills required. Must have ability to work well in a multi-cultural community with people of all ages and varying interests.

LICENSES AND CERTIFICATES REQUIRED

- Valid Ohio Driver's License.
- C.P.R. and First Aid Certification.
- Ohio Voluntary Professional Certification (CLP) desired.

APPLICATION

The job description is intended to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

Paygrade: 12
F.L.S.A. Rating: Exempt

Classification:
Civil Service Rating: Classified Non-Competitive