



**Collinsville Area Recreation District
Job Description: Recreation Coordinator**

Department: Recreation

FLSA Status: Non-Exempt/Hourly

Immediate Supervisor: Executive Director

Salary Range:

Supervises: Instructors, Support Staff, Volunteers

Classification: Part Time

JOB SUMMARY

Under the supervision of the Executive Director the Recreation Coordinator is responsible for performing routine and complex administrative work in planning, organizing, coordinating and implementing a variety of special events and programs. This position must be available to work evenings and weekends in accordance with assigned scheduled programs and special events.

SPECIFIC DUTIES

- Develops and implements programs and events to accommodate the diverse needs of the District to include special event planning and coordination.
- Responsible for overall coordination and implementation of assigned programming and special events.
 - Data enters program/event information in registration software.
 - Determines and arrange appropriate facilities, staffing, supplies, and equipment.
 - Works closely with other District departments to coordinate delivery of equipment and services.
 - Monitors registration to make timely decisions regarding necessary modifications or cancellations.
 - Implements surveys and analyzes data to effectively evaluate programs/events.
- Prepares and maintains revenues and expenditures; registration and attendance; staff schedules and time reporting; and program/event evaluation records.
- Ensures assigned areas of responsibility are performed within budget and implement fiscally responsible methods when using budgeted funds, personnel, materials, facilities, and time.
- Effectively recruits, schedules, trains, and supervises part-time instructors and event volunteers. Communicates job duties, responsibilities, and expectations in a clear manner.
- Works closely with local groups to better understand the recreation needs of the community and to stimulate increased support and participation in all District activities.
- Works closely with Executive Director to negotiate and secure contracts, leases, agreements, releases, and other documents.
- Works closely with assigned staff to develop and distribute marketing materials (e.g. flyers, posters, postcards).
- Works irregular schedule (such as weekend and evening hours) for the purpose of ensuring effective management of assigned programs and events.

- Assists in the evaluation of recreation areas, facilities and services and makes recommendations for modifications as needed.
- Responsible for inventory of program equipment and supplies in assigned areas.
- Actively supports District loss control/risk management program by performing all job tasks within the rules and guidelines of the District's safety program.
- Observes and reports unsafe conditions and/or issues to supervisor.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS

- Bachelor's degree from an accredited college/university in Parks & Recreation, Leisure Services or a closely related field.
- 3-5 years of experience in developing, planning and coordinating special events required
- Proficiency using various computer programs, including Microsoft Word, Excel, and PowerPoint, and familiarity with e-mail programs and the Internet.
- Must be able to establish and maintain positive and effective working relationships with Board members, employees, cooperating agencies, vendors, and program participants.
- Effective communication skills, both verbal and written.
- Possess decision-making, conflict resolution, negotiation, and organizational skills.
- Possess CPR and First Aid certification.
- Strong oral and written communication skills.
- Must be able to successfully pass an ISP Criminal Background Check and Drug/Alcohol Screening.
- Must hold valid State of Illinois Drivers License.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.