

# Red Wing Public Schools Position Description

## Community Recreation Coordinator

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### General Information

Department:	Community Education and Recreation
Unit:	Non-Classified
Immediate Supervisor:	Director of Community Education and Recreation
Grade / Point Placement:	18/775
FLSA Status:	Exempt

### Position Summary

The Community Recreation Coordinator is responsible for developing, implementing, coordinating and evaluating recreation, wellness, aquatics, and outdoor programming for children, youth, and adults. This position is responsible for supervising and staffing the Red Wing Water Park, Twin Bluff Pool, outdoor ice rinks and maximizing the use of facilities for the Red Wing School District and City of Red Wing.

### Essential Duties and Responsibilities

1.	<p>Researches, plans, implements and coordinates recreational, aquatics, wellness and fitness programs, activities and events.</p> <ul style="list-style-type: none"> <li>a) Researches and recommends new programs, activities and/or special events.</li> <li>b) Coordinates the scheduling of aquatics, recreational equipment and personnel.</li> <li>c) Evaluates and monitors the success of recreational programs through participation, participant surveys/questionnaires and feedback.</li> </ul>
2.	<p>Manages aquatic facilities and provides programming and services.</p> <ul style="list-style-type: none"> <li>a) Oversees Water Park.</li> <li>b) Hires, trains and supervises staff</li> <li>c) Orders supplies for concession sales.</li> <li>d) Monitors and complies with State Health Regulations.</li> <li>e) Monitors equipment and reports issues to the City of Red Wing and Red Wing School District.</li> </ul>
3.	<p>Coordinates Prairie Island Ice Arena scheduling and processes billing.</p>

4.	<p>Supervises, schedules and evaluates seasonal, temporary, and/or contractual recreational staff.</p> <ul style="list-style-type: none"> <li>a) Recruits, hires, and assists in the training and coordination of staff activities and functions.</li> <li>b) Monitors compliance with program policies, procedures, and safety compliance issues pertaining to recreational activities and programs including indoor/outdoor pool, building and grounds, and concessions.</li> <li>c) Evaluates program staff and handles personnel actions and related activities.</li> <li>d) Determines the need to make changes in job assignments and job requirements.</li> <li>e) Makes assignments and determines priorities and needs within the programs and services offered.</li> </ul>
5.	<p>Performs public relations and marketing, promotional and advertising activities for recreational programs and services.</p> <ul style="list-style-type: none"> <li>a) Prepares brochures, flyers, handouts, and/or other promotional materials.</li> <li>b) Promotes programs and opportunities via local media, social media, institutions, organizations and agencies within the community.</li> <li>c) Coordinates and maintains the Athletic Association website.</li> <li>d) Collaborates and works with community groups, councils, boards, city representatives and others regarding recreational programming, program needs, operations or other related issues related to programming.</li> </ul>
6.	<p>Provide quality customer service to members, volunteers and participants. Responsible for providing support as needed to the Community Education &amp; Recreation Department</p>
7.	<p>Maintains records, assists in preparing annual reports as needed, and makes recommendations to the Community Education &amp; Recreation Director and Advisory Council concerning the fiscal requirements and needs for areas of responsibility.</p>
8.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

## Required Education, Training, and Work Experience

Required Education / Training: 4 years of college required

Degree Information: Bachelor's Degree required

Major Field of Study or Degree Emphasis: Community education, recreation, leisure service management, or related field preferred

Required Work Experience: Minimum of 3 year of work experience in recreational programming

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- CPR certification
- First aid certification
- Food safety certification
- Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO) Certification.

## **Essential Knowledge Required to Perform the Essential Functions of the Position**

- Fundamentals of supervision.
- Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.
- Fundamentals and basic knowledge of recordkeeping and bookkeeping.
- Basic knowledge concerning the use of computers and related software applications and general business equipment.
- Community resources and community organizations within the community.
- Theories, philosophy and approaches to recreational programming, evaluation, and implementation.
- District administrative policies and procedures pertinent to the activities and programs of Community Education & Recreation.
- City of Red Wing policies and procedures.

## **Essential Skills Required to Perform the Work**

- Applying supervisory theories and practices in delegating, monitoring, evaluating and training program personnel.
- Planning, implementing, coordinating and arranging for recreational programs, activities, events or services.
- Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.
- Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.
- Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District, department, and City of Red Wing.
- Using computers and related software applications and general office equipment such as copiers, facsimiles and phones.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups, make presentations, receive work direction, and market programs, and/or address problems, issues or conflicts.
- Performing digital marketing, social media and outreach functions.

## Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
<b>Physical Activities</b>				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel	X			
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
<b>Lifting / Forcing Exerted</b>				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a district setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/public/student contact.

## Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Banding: 6/5/18 by Bjorklund Compensation Consulting

Revised: 4/15/16, 7/1/18, 2/25/21