

Position Title: Parks & Recreation Program Coordinator

Salary Range: \$38,346 to \$57,800

Starting Salary: \$42,000 (no higher than \$44,000)

Band: P-1 (Part-time field maintenance position will report to this person)

SUMMARY

Responsible for the coordination of all aspects of parks and recreation programming. Serves as the supervisor to the field maintenance staff and ensures parks, fields, and equipment are in optimal condition. Coordinates and works with the Town of Prosperity concerning programming offered on Town of Prosperity fields or within their facilities and coordinates the maintenance of athletic fields under the ownership of the Town of Prosperity. Coordinates with Park Maintenance staff, Public Works and Facilities Maintenance staff concerning the upkeep of Lynch's Woods Park and Morningside Park. Provides professional oversight at recreation activities and events, which will require evening and weekend coverage. Incumbent reports directly to the Parks and Recreation Director.

JOB DUTIES

- Coordinates the planning, marketing, development, implementation and evaluation of parks and recreation programs.
- Coordinates the development and distribution of marketing materials and avenues for advertising parks and recreation programs.
- Provides professional oversight at parks and recreation programs and schedules staff and game officials as needed.
- Coordinates the recruitment, selection, and training of coaches and part-time staff with the assistance of other parks and recreation staff as necessary.
- Maintains age-appropriate rules for parks and recreation programs as well as coaches' manuals and training materials.
- Prepares evaluation methods and tools for parks and recreation programs and presents results as requested.
- Researches current practices and trends within parks and recreation programming and proposes new or revised policies and procedures for consideration, new programming options, improved processes, etc.
- Coordinates and maintains sport programs practice and game schedules.
- Interacts with parents, program participants, coaches, community organizations, and others regarding parks and recreation programs.
- Coordinates and oversees registration for parks and recreation programs as well as player evaluations and player selection for sport programs.
- Prepares uniform and parent shirt orders as well as coordinates the distribution of items to coaches/participants.
- Monitors the involvement of coaches, other volunteers, and officiating personnel to ensure safety and efficiency in program delivery; screens backgrounds of coaches/volunteers, and officiating personnel as appropriate.
- Proposes and maintains budgetary and supply needs for parks and recreation programs.
- Ensures that recreational fields are always prepared for scheduled events including, but not limited to field lining, routine seeding, spraying, top dressing, or other field maintenance.
- Directly supervises the Newberry County employee responsible for the maintenance of fields; assigns maintenance-related and other duties to this employee as appropriate.
- Receives, investigates, and responds to complaints concerning Newberry County Parks and Recreation in a professional manner; identifies and reports findings and takes necessary corrective action.
- This job description is not all inclusive and job duties may be added and/or modified when deemed appropriate by the Parks and Recreation Director.