



PARKS & COMMUNITY CENTER COORDINATOR

FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Assist in daily operations of community center, community interest classes, and Parks & Recreation special events. This position will be responsible for performing inspections, maintenance, and evaluations of city-wide parks. This position will also include pavilion rentals and organizing community service volunteers. This position will fall under the direction of the Assistant Parks and Recreation Director.

SUPERVISION RECEIVED AND EXERCISED

Performs duties as assigned with general supervision. Exercises latitude and judgment in assignments following generally accepted practices. Receives closer supervision when performing new and more complex assignments.
Exercise's no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

Parks:

- Responsible for weekly playground inspections that include all playgrounds meet ASTM and ADA requirements
- Maintain various records including pavilion rentals, work orders, park usage, etc...
- Oversees daily pavilion/facility rentals. Manages polycart pick up/set out at pavilions
- Oversees maintenance/upkeep of pavilions.
- Organizes and works with community volunteers on park projects
- Works closely with park staff to determine, recommend, and enforce public facility policies which are in the best interest and safety of citizens
- Assists in special events that the City of Moore does
- Oversees program to maintain lighting at parks
- Have availability to work off-hours shifts or events as required

Community Center Administration:

- Works closely with the management to ensure the smooth operation of the City of Moore Community Center
- Oversees concessions at community center during sport seasons
- Maintains various records including rentals, work orders, inventory, activity reports, etc...



- Works with staff, community organizations, and surrounding community to ensure the programs and operation of the community centers are meeting their needs
- Coordinate and develop new programs for all ages at the community center
- Oversees Farmers Market in the Summer

Administrative Services:

- Works with staff to determine and recommend short and long-range policy related to information technology and division network administration
- May also assist in the development and operation of the employee orientation, training, and recognition programs
- Assists with Summer Sports Camps
- Assists the Assistant Parks & Recreation Director with sports associations (weekend liaison and inspections)
- Organizes coaches background checks
- Grant assistance & writing
- Assist Director and Assistant Director with all playground, aquatic & facility bids
- Confidentiality is required upon specific notification to the employee
- Good attendance is required
- Works in a manner safe to the individual and other people; keeps work area clean and safe; follows safety rules and safe work practices; uses safety equipment as required

Marginal Functions:

- Perform related duties and responsibilities as required

QUALIFICATIONS

Knowledge of:

- ❖ Procedures for planning and implementing a variety of special community events and activities
- ❖ Methods and techniques of organizing and implementing events activities
- ❖ State codes and regulations of health and safety practices in operating public facilities.
- ❖ Pertinent federal, state and local laws, codes and regulations

Ability to:

- ❖ Arrange and coordinate for large groups
- ❖ Make effective decisions concerning safety and maintenance
- ❖ Maintain records and prepare reports
- ❖ Interpret and apply applicable federal, state and local policies, laws and regulations
- ❖ Communicate clearly and concisely, both orally and in writing



- ❖ Establish and maintain effective, working relationships with those contacted in the course of business
- ❖ Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- ❖ Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities
- ❖ Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, operating assigned equipment

EXPERIENCE AND TRAINING GUIDELINES

Experience:

Three years' experience in athletic and recreation programming preferred

Experience in Parks and Recreation is required

Education:

Bachelor's degree in Parks and Recreation, Physical Education or related field

License or Certificate:

Possession of, or ability to obtain, a valid Oklahoma class C driver's license with an acceptable driving record is required

First Aid and CPR certification or ability to obtain within first 6 months of employment is required

At the option of the appointing authority or the City, persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment

WORK CONDITIONS

Environmental Conditions:

Performs approximately 50% of the work indoors in an office setting and 50% in a recreational setting, either outdoors or indoors

Physical Conditions:

Must be able to perform attached essential job functions.



ESSENTIAL JOB FUNCTIONS

JOB: PARKS & COMMUNITY CENTER COORDINATOR

TASK DESCRIPTION

Employee must lift items such as supply boxes. Requires vertically transferring items weighing up to (25 lbs)

Employee must tolerate sitting at a workstation for periods of time. Requires a tolerance of seated posture for prolonged periods of time

Employee must operate keyboard. Requires use of hands and fingers for inputting information into computer system

Employee must view computer screen. Requires use of eyes to read computer screen continuously throughout the day

Employee works in a City building in an office setting. Employee must tolerate working environment with inside controlled temperature

Employee works outside in a recreational setting. Employee must tolerate working environment with outside ambient temperatures, including excessive heat, cold, and precipitation

Employee must carry supplies from one location to another. Requires horizontally transferring items weighing up to (25 lbs)