



**RECREATION PROGRAM COORDINATOR
(Sports and Athletics)**

DEPARTMENT: Community Services/Recreation Services

NATURE OF WORK:

Performs responsible professional work in planning, organizing and supervising recreation programs, including leagues, instructional classes, or special events. Performs duties in assigned areas, such as aquatics, community recreation, sports, fitness/wellness, or special populations, such as youth, teens, or seniors.

ESSENTIAL FUNCTIONS OF THE JOB:

Designs, implements, plans, organizes, supervises, and manages all aspects of recreation programs in assigned areas.

Interviews instructor applicants and reviews class proposals.

Negotiates fees or contracts with instructors, performers, referees, etc.; initiates contractual payments and refunds.

Monitors programs in progress; evaluates programs for program effectiveness; implements needed changes.

Maintains programs within budget limitations. Projects revenues and expenditures for budget approval. Completes monthly, quarterly, and annual program budget reports. Compiles program budget worksheets.

Recruits program leadership to include instructors, performers, commissioners, referees, volunteers, and others.

Prepares press releases, fliers, brochures or coordinates production with Graphics Office.

Provides information to the public relative to programs; answers questions regarding cancellations, refunds, transfers, etc.; investigates and responds to complaints.

Compiles and maintains program reports. Tracks revenues and expenditures. Prepares and monitors program budgets.

Supervises the issuance, use, care, and maintenance of recreation supplies and equipment.

Trains and supervises part-time personnel and volunteers.

Assists other recreation staff in conducting activities and programs, and supervising facilities.

Develops volunteer resource base for special events.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed primarily in an office setting and at various activity locations throughout the County. Drives County vehicle to activity sites. Operates standard office equipment including telephone, computer keyboard, calculator, copy machine, etc. Requires working some evenings and weekends.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of the principles and practices of recreation administration and supervision.

Considerable knowledge of the principles and methods of program planning and evaluation.

Knowledge of computer operations.

Ability to develop and execute programs.

Ability to work under minimal supervision.

Ability to inspire enthusiasm and confidence among participants.

Ability to establish and maintain courteous and effective working relationships with coworkers and participants.

Ability to lift and move heavy objects.

Ability to operate audiovisual equipment.

Ability to make public presentations.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Recreation or related field, preferably from a National Recreation and Parks Association (NRPA) accredited college or university; and considerable experience in recreation program planning and implementation; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer credential check

Requires a post-offer driving record check.

Requires a post-offer criminal history and sex offender record check.

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.

Requires a post-offer drug test.

Must be able to work a flexible schedule, including some nights and weekends.

Requires the ability to travel among various work sites.

OTHER POSITION INFORMATION:

This is a supervisory position.

Date: March 2008

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Recreation Program Coordinator _____ Position Number: 382 _____
Department: Community Services _____ Division: Recreation _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to reason and make judgments
- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull					✓		✓		
Hold/Carry			✓				✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|--|--|
| <input type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input checked="" type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input checked="" type="checkbox"/> 2 flights | <input checked="" type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input checked="" type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓					✓	
Sit			✓					✓	
Walk		✓					✓		
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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