

| | |
|------------------------|--|
| Class Title | Recreation Program Coordinator (JRCC) |
| Position Number | 382 |
| Department | Parks and Recreation/Centers |
| Division | |
| Supervised By | Centers Administrator |

Nature of Work:

Performs experienced professional work in the operation, supervision, and planning of programs at the James River Community Center

Primary Duties:

- Designs, plans, implements, supervises, and manages all aspects of recreation programs at JRCC.
- Responsible for operations of the JRCC to include operation of the customer service desk and the coordination of maintenance of indoor and outdoor park facilities.
- Serves as the liaison to local neighborhoods to determine programming needs and designs programs based on public input.
- Prepares, develops, and monitors the annual budget, performance measures and statistics, program and service evaluations, marketing efforts, and other daily administrative functions.
- Oversees and responsible for on-site fiscal transactions to include maintaining cash drawers and daily deposits.

Job Preparation Needed:

- Requires a 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, implementation, and evaluation, and leading and supervising diverse staff and volunteers; or any equivalent combination of acceptable education and experience.
- Knowledge of varying types of demographics and associated needs and experience in planning a wide range of recreation activities.
- Considerable knowledge of customer service practices and the handling of money.
- Ability to work effectively in a team setting and with children, families, staff, and community partners, and contacts.
- Ability to solve complex problems and work efficiently and effectively under pressure such as deadlines or emergencies.
- Ability to demonstrate strong written and verbal communication skills.

Post Offer Requirements:

- Credential check.
- Driving record check.
- Criminal history, CPS registry, and sex offender record check.
- Drug screening.

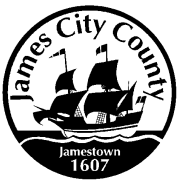
Introductory Period: Six-month probationary period.

Post Hire Requirements:

- Completion of CPR for the Professional Rescuer certification (every 2 years).
- Completion of First Aid certification (every 3 years).
- Completion of OSHA training (annually).

Job Locations and Conditions:

- Duties performed primarily at James River Community Center.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- Normal working hours are 12-9 Monday through Friday, but may require working some weekends and holidays.
- Requires being on-call on a regularly scheduled basis to respond to emergency situations.
- Requires the ability to travel among various work sites.
- Performs other duties as assigned.



| | |
|------------------------|--|
| Class Title | Recreation Program Coordinator (JRCC) |
| Position Number | 382 |
| Department | Parks and Recreation/Centers |
| Division | |
| Supervised By | Centers Administrator |

General Aptitudes and Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs 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.

Mental Abilities:

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Must have ability to understand meanings of words and ideas associated with them and to use them effectively, to comprehend language, to understand relationships between words, to understand meanings of whole sentences and paragraphs and to present information or ideas clearly.
- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical:

- Must have ability to mentally perform arithmetic operations quickly and accurately, including the ability to mentally perform accurate two digit calculations; and ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities:

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

Motor Coordination:

- Must have ability to coordinate eyes and hands/fingers rapidly and accurately in making precise movements with speed and to make a movement response accurately and quickly.

Manual Dexterity:

- Must have ability to move hands easily and skillfully and to work with hands in placing and turning motions; i.e. using a telephone, radio/console, calculator, copy machines, fax machine, postage machine, hand tools, and computer keyboard and mouse.

Finger Dexterity:

- Must have ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. Example: Use of pen/Snack Preparation using small prep tools.

Physical Demands:

- Strength: Must have ability to occasionally lift 50 lbs. or more, push/pull 50 lbs. or more, and carry/hold 15-50 lbs. Must have ability to manipulate materials and/or equipment from: ground to waist.
- Climbing: Must have ability to climb approximately 3 or more flights of stairs.
- Standing, sitting, walking, running: Must have ability to frequently (3-5 hours/day) stand, frequently (3-5 hours/day) sit, occasionally (1-3 hours/day) walk, and occasionally (0-1 hours/day) run. Must be able to walk and run over flat terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability 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 5-20 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability 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 hands 5-20 times per day.
- Seeing: Must have ability to perceive or comprehend by the sense of sight including peripheral vision, night vision, focus, color perception, and depth perception.

Driving:

- Must have ability to drive automatic transmission: car, van, and small truck.