



City of New Brighton, Minnesota
Position Job Description

Position Title:	Recreation Coordinator
Department / Location:	Parks & Recreation / New Brighton Community Center
Immediate Supervisor:	Recreation Supervisor
Grade Level:	6
Position & FLSA Status:	Full Time Non-Exempt
Date of Latest Revision:	January 2017

Position Summary:

The Recreation Coordinator plans and organizes City sponsored enrichment, educational, inclusive/adaptive and supportive programs for all ages. The primary position responsibilities and areas of impact are: Summer Childcare, such as Ed-Ventures and Playgrounds, Senior programming, enrichment programs like dance, gymnastics, art and skating, and the adaptive recreation program.

Essential Accountabilities and Expected Outcomes

- 1) Plan and direct City sponsored youth and family enrichment programs, including coordination of contractors and employees for programs.
- 2) Plan and direct adult and senior enrichment programs and activities. Including day trips and services.
- 3) Plan and direct adaptive and inclusive programming for adults and youth.
- 4) Create content for social media, website, marketing materials, and advertising for assigned functional areas.
- 5) Utilize recreational software program to register, promote and manage programming staffing needs and requirements.
- 6) Complete special programs and projects as assigned.
- 7) Manage and monitors a segment of the parks and recreation budget.
- 8) Develop sound business management practices to streamline processes, programs, policies, and procedures to ensure the community is receiving the highest quality services possible.
- 9) Develop data collection tools such as exit surveys, on-line surveys, reports, etc. that collects accurate data.

- 10) Maintains a strong on-site presence to monitor programs and activities in the areas for which responsible and ensure compliance with established City policies for staff and patrons.
- 11) Attend Advisory Committees, Commissions and the City Council meetings as scheduled or requested to attend in order to exchange information and/or receive their input, suggestions, and approval when necessary.
- 12) Meet with various user groups, as required, to review program and/or facility expectations and user responsibilities.
- 13) Communicate a compelling and inspired vision or sense of core purpose; talks beyond today and about possibilities; can inspire and motivate others; provides direct, complete, actionable and positive feedback to others; able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- 14) Problem solver with the ability to tackle a problem by using logical, systematic, sequential approach; make a systematic comparison of two or more alternatives; notices discrepancies and inconsistencies in available information; identifies a set of features, parameters or considerations to take into account, in analyzing a situation or making a decision.
- 15) Effective in presenting information a variety of settings: Small and large groups, with peers, direct reports, and management; is effective in all facets of the organization; uses effective tactics and techniques to keep audience engaged to facilitate results; provides direct and positive feedback to others.
- 16) Create a motivating climate in which people want to do their best; make each individual's work feel important; is someone people like working for and with; able to motivate direct reports, project members, and a team; invite input and encourage contribution; empower others; effectively delegate by sharing responsibilities and accountability.
- 17) Effective project management by looking to the future; identify appropriate objectives and timelines; involve appropriate stakeholders; continuously monitor projects and adapt scope as appropriate; measure results and analyzes outcome; follows through on commitments.
- 18) Make appropriate staffing decisions based on the right mixture of facts; follows all legal requirements, policies and procedures; practices equal and fair treatment and opportunity for all; hires the best people; assembles a balanced and capable staff, and builds a network of resources; able to identify talent and potential; develops succession plans to anticipate and prepare for team change.
- 19) Perform other job-related responsibilities as apparent or assigned.

Competencies Common to All Positions:

Developing and maintaining a thorough working knowledge of all department and applicable City policies and procedures in order to help facilitate compliance with such policies and procedures by all personnel.

Demonstrating by personal example the service excellence and integrity expected from all staff.

Developing respectful and cooperative relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.

Conferring regularly with and keeping the immediate supervisor informed of all important matters pertaining to those functions and job responsibilities for which accountable.

Representing the City in a professional manner to the general public and other outside contacts / constituencies in a manner that helps maintain and enhance New Brighton's reputation as a well managed City.

City of New Brighton Core Values Common to All Positions:

Represent and model the following established City of New Brighton Values:

Respect for Residents, Businesses and Visitors
Effective Communication with Residents of New Brighton
Promote a Healthy Business Climate
Understand Our Past as We Invest in the Future
Recognize the Importance of Working with Neighboring Communities
Provide for the Safety and Security of the Community
Accountability & Integrity in Service Delivery.

Typical Working Environment:

Work is typically performed in an inside, however can include the outdoors leading programming like playground program, hiking club, and senior programming.

Typical Physical Requirements for This Position:

There will be some moving and/or lifting of materials and/or equipment, typically <30 lbs., when assisting with room set up and maintenance.

Selection Criteria to Qualify for This Position:

Minimum Requirements:

- Bachelor's degree in Parks and Recreation Administration or closely-related field
- Minimum of one-year experience coordinating programs and/or a recreation facility of comparable size and complexity
- Valid Driver's License
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
- Must be able to handle multiple demands or projects
- Excellent planning, organizing, implementation, communication, attention to detail and evaluation skills
- First Aid and CPR/AED certification (must obtain within 6 months of hire)

or

Such alternatives to the above qualifications as the City may find appropriate and acceptable.

Desirable Qualifications:

- Additional years' experience supervising programs, managing a recreational facility.
- Experience using recreation management software.
- Experience in coordinating senior programming.
- Experience in coordinating senior programming.
- CPRP designation