

# City of East Ridge Job Description

**Job Title:** Community Center Coordinator    **Department:** Parks and Recreation

## **GENERAL PURPOSE:**

The Community Center Coordinator is responsible for lending administrative support in the area of scheduling and maintenance of the community Center. Additionally, this position will manage a team of part-time athletic staff employees at the Community Center. The Coordinator works under the supervision of the Parks and Recreation Director and the Assistant Director.

## **Job Summary:**

1. Manages day to day operations of the Community Center (part-time staff, inventory, general cleaning, setup / breakdown, rentals, reporting maintenance issues).
2. Provides administrative support to the Parks and Recreation department for the day-to-day operations of facilities, programs and events.
3. Uses recreation software to enter facility reservations into the master calendar for the department.
4. Plans, organizes, implements, and manages a variety of recreation and sports programs as well as tournaments for youth and adults within the City of East Ridge.
5. Creates rules and guidelines relevant to sport, league schedules, coaches' training, and ensures the assignment of game officials for athletic programs.
6. Assists in determining fees for youth and adult athletic programs; collects all entry fees and prepares appropriate revenue and expense reports. Collects and processes payments for facility reservations / rentals and membership renewals.
7. Makes payment journal entries using software and deposits fees with CFO within 3 business days.
8. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control of athletic programs.
9. Uses web-based software to record each employee's weekly work schedule so that it can become visible electronically using the smartphone App.
10. Serves as department liaison as assigned when working with parents, coaches or any groups / committees related to the administration of the recreational programs of the department.
11. Maintains a professional and courteous demeanor answering the Parks and Recreation landline, emails and general citizen inquiries and is responsible for relaying messages to the appropriate employee within the department.
12. Plans and coordinates marketing and publicity for all athletic programs under the jurisdiction including the use of social media campaigns. Contributes daily updates to the department website and social media page.
13. Proactively maintains a clean lobby, gym, reception rooms and restrooms at the Community Center and a clean restroom and playground at Pioneer Frontier Park using a daily checklist.
14. Prepares monthly or special reports as assigned by the supervisor(s) of the department.
15. Requests purchase order numbers for the department and matches them with the correct invoice.
16. Ability to work flexible and demanding hours including nights and weekends.
17. Communicates event setup / breakdown for department facilities with appropriate staff once the operator / renter has shared information.
18. At times, operates an admission gate while practicing safe and secure cash handling procedures.
19. Attends workshops, seminars, conferences and other professional development opportunities in order to keep abreast of trends and changes in the field.
20. Gives tours of facilities as requested by citizens and/or potential event operators.
21. Plans, organizes, implements and administers special events of various types for the department.
22. Develops partnerships with community and corporate businesses and brings awareness to sponsorship opportunities within the Arena, Community Center and Camp Jordan Park.

23. Performs other related duties as assigned for the efficient operation of the department.

**Education/Experience:**

- **Minimum Education:** High School Diploma or GED.
- **Minimum Experience:** 2 Years in the Field of Parks and Recreation
- **Preferred Education:** Bachelor's degree in Recreation, Sports Management or Related Field
- **Preferred Experience:** 5 Years in the Field of Parks and Recreation
- **Preferred Certification:** Preferential consideration to Certified Park and Recreation Professionals

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of recreation principles, dynamics of programming and principles of community-based recreation programs.
- Knowledge of basic office principles and procedures.
- Ability to communicate clearly and effectively, both orally and in writing and demonstrate the ability to deal courteously and diplomatically with the public and participants.
- Knowledge of various activities that make up a comprehensive recreation program, and equipment requirements of all common recreational activities.
- Knowledge of maintenance requirements of parks, athletic fields and other recreational facilities.
- Knowledge of safety hazards inherent in the use of facilities assigned to and of necessary precautionary measures.
- Knowledge of First Aid, CPR and AED procedures and techniques.
- Able to multi-task and manage assignments to completion within expected timeframes.
- Ability to plan, organize and execute special events beginning to end in an efficient manner.
- **Reading Skills:** Work requires proficient ability to read and interpret manuals, rulebooks, contracts, professional publication, and other documents related to job responsibility.
- **Writing and Grammar Skills:** Work requires proficient ability to write emails, letters, forms, flyers, and reports.
- **Math Skills:** Work requires proficient ability to perform math calculations such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and some algebraic operations and relationships.
- **Computer Skills:** Work requires proficiency in word processing, spreadsheet, some graphic design, internet and email use, and scheduling programs / software. Work requires the ability to be trained in some basic website design and management in order to maintain the departmental website and social media page.

**Supervises Others:** Part-Time Athletic Staff

**Supervisor:** Parks and Recreation Director and Assistant Recreation Director

**Hours of job:** Normal hours 9:00am – 6:00pm (1 hour lunch), however; employee must be willing to work a variable schedule (nights/weekends) when necessary.

**Employee Acknowledgement:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date