

RECREATION PROGRAM COORDINATOR

Hours:

Part-time (Up to 30 hours per week). Must be available to work a varied schedule to include week days, week nights, weekends and some holidays.

Nature of Work:

This is responsible professional work assisting in the development, management and implementation of the City's Parks and Recreation Department's special programs and events. This employee is responsible for assisting with the planning, organizing, implementing and evaluating special programs and events. The employee assists with recruiting volunteers and generally supervises special events and summer Great Outdoors Adventure Camp. An employee in this class will work closely with the Recreation Program Supervisor, who will provide guidance and assistance.

Skills, Knowledge and Abilities:

- Experience planning, promoting and supervising programs for children.
- Ability to work flexible hours as needed for special programs and events.
- Ability to stimulate interest in an appreciation of recreation activities.
- Ability to get along with all age groups and deal with the public in a tactful and courteous manner.
- Ability to work independently in performing specific aspects of the work.
- Applicant should be a high school graduate.
- Minimum of 1 year experience planning, promoting and supervising of programs for children.
- Certified in CPR and First Aid or willing to be trained.
- Employee is required to obtain within 60 days of employment – FBI check and all certifications as required by ODJFS for substituting in the preschool program.

Specific Responsibilities:

- Assist Recreation Program Supervisor in planning, organizing, supervising, evaluating, and implementing special programs and events that offer a safe and positive social and recreational interaction for all members of the Oxford area.
- Assist with preparation and distribution of all marketing materials (i.e., activity brochures, event fliers, press releases and weekly Leisure Lines newspaper column).
- Maintain accurate records of attendance for special events and programs.
- Recruit, train and supervise youth and adult volunteers for special programs and events.
- Supervise, train and assist with evaluations of seasonal employees.
- Purchase and organize supplies for all special events and programs.
- Assist the Recreation Program Supervisor to help raise additional funds (i.e., grants, prizes, food donations and cash donations) for special events and programs.

- Visit the schools weekly to promote upcoming programs, special events and sports programs.
- Attend various community organizational meetings.
- Assist community organizations with events and programs as assigned (i.e., Oxford Masters Games and Make a Difference Day).
- Substitute in Department as needed.
- Performs other related duties as assigned.

Reports To:

Recreation Program Supervisor