

**POSITION:** Recreation Coordinator  
**CODE:** 2101  
**FLSA:** Exempt



**DEPARTMENT:** Parks & Recreation  
**GRADE:** 116N  
**DATE:** 3/2015; rev 7/2019

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**POSITION SUMMARY:**

Position assists the Chief (Recreation and Sports Tourism) in the planning, development, promotion, and supervision of a variety of recreation, instructional sporting programs, leisure activities, special events, and leagues to a diverse community of all ages. Position reports to the Chief (Recreation and Sports Tourism) for general supervision. Work of this class involves extensive supervisory duties for Program Instructors and On Call Program Staff.

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**ESSENTIAL DUTIES:**

1. Plans, organizes and implements recreation activities in specialized areas such as park programs, community events, sports leagues and after school programs, to a diverse community of all ages.
2. Utilizes appropriate resources to purchase equipment and supplies to successfully execute programs; maintains program materials and supplies through repairs and replacement as needed.
3. Oversees the administration of all programs.
4. Supervises and ensures proper staffing for all division activities in various locations.
5. Acts as liaison between school officials and the Department of Parks & Recreation.
6. Evaluates programs, including attendance, schedules, expenditures, utilization of supplies and equipment and surveys and makes recommendations to ensure the delivery of quality services.
7. Recommends new recreation programs and recognizes trends.
8. Enforces rules and regulations to ensure the safety and health of participants and staff.
9. Monitors program budget expenditures, as requested.
10. Drafts promotional materials, correspondence, press releases, newsletters and flyers.
11. Provides information and consults with the public, ensuring a focus on customer service.
12. Collects, analyzes, and formulates program data for demographic and socio-economic programming trends;
13. Supervises staff, provides evaluations and training, and implements disciplinary action, as requested.
14. Performs other duties as instructed and assigned.

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**KNOWLEDGE, SKILLS and ABILITIES:**

1. Knowledge of computer programs, including Microsoft Office and First Publisher
2. Knowledge in comprehensive and summarized report preparation to include program statistics and financial reviews.
3. Ability to prepare complex facility, staff and league schedules for various uses and year round activities with minimal supervision.
4. Knowledge of special event and tournament organization.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to effectively present information and respond to questions from groups of managers, clients, customers, elected officials, and the general public, with an emphasis on customer service.
7. Ability to define problems, collect data, establish facts, and formulate solutions.
8. Ability to develop and maintain positive and effective working relationships with coworkers, volunteers, community organizations, vendors, and the general public while working independently and collaboratively.
9. Ability to multitask in a fast paced environment.

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**EDUCATION and EXPERIENCE:**

Education: Bachelor's degree in recreation, education, business administration, sports management, or related field.

Experience: One (1) to three (3) years' experience in parks or recreation; one (1) to three (3) years' supervisory experience.

Equivalency: An equivalent combination of education and experience may be substituted.

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**CERTIFICATIONS, LICENSES AND REGISTRATIONS:**

1. Valid Class "C" non-commercial driver's license.
2. Ability to work a flexible schedule, including days, nights, weekends and holidays as required.

**PROBATIONARY PERIOD:**

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

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**PHYSICAL and ENVIRONMENTAL CONDITIONS:**

1. Work requires frequent standing, walking, use of hands to perform repetitive motions. Occasionally requires ability to climb or balance, stoop, kneel, crouch, crawl, taste or smell. Must be able to lift 50 pounds, unassisted.
  2. Specific vision abilities required include close, distance, color, peripheral and depth vision and ability to focus.
  3. Frequent outside work in various weather conditions that may require safety precautions, such as inclement weather protection.
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**CONDITIONS OF EMPLOYMENT:**

1. Prior to appointment, employees are subject to pre-employment medical exam and drug testing, background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.
  2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures manual and required to work during inclement weather or other designated emergencies.
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**OTHER INFORMATION:**

1. This is a full time, exempt position.
  1. Work is normally performed Monday through Friday during normal business hours, however work may be required seven (7) days a week.
  2. Position is benefit eligible.
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The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

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