



**POSITION:** Recreation Coordinator 1  
**JOB CODE:** 2150 **GRADE:** 115G  
**DEPARTMENT:** Parks and Recreation **DIVISION:** Recreation  
**REPORTS TO POSITION:** Chief of Programming and Sports Tourism  
**STATUS:** Full-Time **FLSA:** Exempt

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### ***Position Summary***

Position assists the Chief (Programming 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 operates Departments social media and marketing platforms. Work of this class involves continuous supervision of on call Program Assistants and instructors.

### ***Position Responsibilities***

1. Plans, organizes and implements recreation activities in specialized areas such as recreation programs, community events, sports leagues, and after school programs to a diverse community of all ages.
2. Oversees the facilitation of defined programs.
3. Acts as liaison between school officials and the Department of Parks & Recreation.
4. Evaluates programs, including attendance, schedules, expenditures, utilization of supplies and equipment and surveys and makes recommendations to ensure the delivery of quality services.
5. Recommends new recreation programs and recognizes trends.
6. Enforces rules and regulations to ensure the safety and health of participants and staff.
7. Assists in development and monitoring of budget, as requested.
8. Prepares and distributes promotional materials, correspondence, press releases, newsletters and flyers.
9. Maintains social media, markets events and activities, and creates advertising campaigns.
10. Provides information and consults with the public, ensuring a focus on customer service.
11. Oversees staff, makes recommendations based on need and performance;
12. Performs other duties as assigned.

### ***Minimum Qualification Requirements***

#### **Education**

Associates degree in Parks and Recreation, education, business administration, sports management, or related field; Bachelor's degree preferred.

#### **Experience**

Minimum of one (1) year experience in parks and recreation. Minimum of one (1) year supervisory experience.

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

#### **Certificate(s) and/or License(s)**

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.

### **Knowledge, Skills & Abilities**

1. Ability to work a flexible schedule, including days, nights, weekends and holidays as required
2. Thorough knowledge of computer programs, including Microsoft Office and First Publisher
3. Knowledge in comprehensive and summarized report preparation to include program statistics and financial reviews.
4. Ability to implement and provide oversight with complex facility, staff and league schedules for various uses and year round activities with minimal supervision.
5. Knowledge of special event and tournament organization.
6. Proficient in use of social media platforms and new and existing technologies and software.
7. Ability to communicate effectively, both orally and in writing.
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.

### ***Miscellaneous Position Information***

#### **Working Conditions & Physical Requirements**

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

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.

#### **Conditions of Employment**

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), 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 are required to report to work during inclement weather or other designated emergencies.

#### **Benefits (\*Not all positions may be eligible for these programs.)**

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

***By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.***

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Employee Printed Name

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Date

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Employee Signature