

<b>JOB TITLE: RECREATION COORDINATOR – PART-TIME</b>
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<b>REPORTS TO: MAYOR</b>
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**Job purpose:**

The Recreation Coordinator is responsible for working with the Recreation Commission to manage, direct, and develop the City's Recreation facilities and programs. This position also provides day to day coordination in order to deliver quality service and programs to the community. The Recreation Coordinator supervises Property Staff Members I and II, and the Community Center Custodian to ensure the Community Center is maintained.

**Duties and responsibilities:**

1. Work with Recreation Commission to develop, promote and maintain the City's Recreation programs.
2. Prepare and process all administrative and financial functions of the Recreation Department.
3. Ensure all sporting programs are properly administered through the City. Work with Willoughby Hills Boys' League representatives for program coordination.
4. Schedule and coordinate the requested use of the City sports and recreation facilities, including, but not limited to, the Community Center, baseball fields, football field, soccer fields and park pavilions.
5. Show rental rooms at the Community Center to prospective renters.
6. Prepare and process all rental contracts. Maintain Community Center website calendar to reflect current rentals.
7. Ensure rented rooms are set up according to the agreed upon "Setup Plan".
8. Schedule building maintenance, including, but not limited to, elevator maintenance and carpet cleaning.
9. Ensure all Health District licenses are up to date.
10. Complete Annual Report, as required by Mayor, and monthly usage reports for Community Center.
11. Develop and maintain RC-2 for records scheduled retention and disposal.
12. Serve as "Adult on Call" on one weekend per month.
13. Perform other duties, as assigned.

**Qualifications:**

- High School diploma or equivalent.
- Strong verbal, interpersonal and customer service skills.
- Accuracy, good judgment and integrity with excellent organizational skills.
- Excellent time management skills.

**Experience Required:**

- Prior office experience preferred.
- Ability to use office equipment, including copier, calculator, telephone and computer.

**Education Required:**

- High School diploma or equivalent.

**Working conditions/Physical requirements:**

- Ability to stoop, bend, lift fifty (50) pounds, and stand for extended times.

**Direct reports:**

Property Staff Members

*This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities.*

*The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment. Persons requesting accommodation for the purpose of testing must provide seventy-two (72) hours' notice to the Civil Service Commission in order to have the request fulfilled.*

**Approved by:**

**Date Approved:**