



## Recreation Facility Coordinator

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### **DEFINITION**

Under supervision of the Recreation Supervisor, perform a variety of journey level duties involving bookkeeping, timekeeping, revenue, usage, cash, financial recordkeeping, databases, and customer lists for the Recreation Center and leisure programs; perform miscellaneous clerical duties, and monitor facility security and condition. This position also will perform various personnel and supervisory duties.

### **SUPERVISION RECEIVED**

Reports to the Recreation Supervisor in charge of the assigned program.

### **SUPERVISION EXERCISED**

Exercises direct supervision over part time staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Prepare, compile, and verify monthly financial statements for Employee Fitness Program.

Prepare and verify revenue, usage, and daily cash; collect and balance cash receipts; prepare and calculate payroll time cards and track part time pay increases.

Collect, enter, and analyze data for leisure program classes; create databases of sign-ups and class lists.

Collect, prepare, and analyze revenue and usage annual report for the Recreation Center and leisure program events and services.

Compile, analyze, and verify monthly statement for nursery billings; prepare miscellaneous reports regarding the Recreation Center and leisure program registration usage, fees, and events; inventory, verify, and order consumable merchandise for resale.

Create flyers and brochures for recreation programs, classes, and special events.

Conduct chlorine and pH pool tests; monitor facility security.

Open and/or close the Recreation Center facility; conduct maintenance walkthrough with contractors to monitor performance; monitor first aid supplies and office supplies.

Serve as cashier; answer phone; provide information to the public; respond to inquiries by providing information; serve at a counter and receive, account for, balance, and disburse funds.

Prepare data for entry in the computer system and enter data.

Compile, prepare, and conduct performance evaluations on part time staff.

Review and select applicants for vacant positions; conduct interviews and hire new employees.

Complete orientation and job training for employees.

Maintain files on projects; complete accident, incident, and discipline reports; receive complaints.

Maintain personnel files on all part time employees.

Assist the public in the office and by telephone; sort mail; prepare deposits.

Enter pass information into computer database and issue passes; receive leisure program registrations and enter information into computer data base.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **ESSENTIAL JOB RELATED QUALIFICATIONS**

#### **Knowledge of:**

Methods, practices, and procedures used in account recordkeeping pertinent to a recreation facility.

Principles and procedures of financial recordkeeping, reporting, and databases.

Mathematical principles applied to financial and statistical recordkeeping.

Generally accepted accounting and bookkeeping principles and procedures and their application to accounting transactions and databases.

Modern office methods, procedures, and equipment including computer programs and applications.

Automated financial management systems.

Principles and practices of payroll administration, recordkeeping, and reporting.

Cash handling and banking procedures.

Pertinent federal, state, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Principles and techniques used in dealing with the public.

Safe driving principles and practices.

Typing and computer keyboard literacy.

Knowledge of IBM computer software (i.e., email, CPUs, saving and sending files electronically, etc.).

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Interpret and apply bookkeeping principles and procedures involved in maintaining the control of records, financial statements, and databases.

Prepare and maintain a variety of routine financial statements, reports, records, and files.

Examine and verify financial documents and reports.

Understand, interpret, and communicate the payroll procedures, rules, and regulations.

Respond to questions from the public and City personnel regarding policies and procedures for assigned area.

Set goals and objectives for part time and seasonal staff.

Prepare and assist with mid-year and annual performance evaluations on part time and seasonal staff.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Experience:**

Two years of experience in bookkeeping and clerical work and two years of experience in the park and recreation and/or leisure services field are highly desirable.

**Education/Training:**

An Associate's Degree or equivalent to 45 semester level credit hours in college level coursework is highly desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of First Aid and CPR Certificates within 6 months of start date.

Possession of APRP (associate parks and recreation professional through the National

Recreation and Parks Association) is highly desirable.

Possession of Certified Pool Operator (CPO) Certification and/or Aquatic Facility Operator (AFO) Certification is highly desirable.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Effective date: October 2003

Revised: August 2006, February 2009