Town of Fort Myers Beach
Fort Myers Beach, Florida
Job Description

POSITION: Recreation Program Coordinator – Youth Programs

DEPARTMENT: Public Works

POSITION SUMMARY

This is a permanent full-time position requiring 40 hours per week with a varying schedule. Assists recreation staff in organizing and conducting various recreation programs and activities. Works under the direct supervision of the Recreation Manager. Supervises contractual and volunteer workers as assigned.

ESSENTIAL JOB FUNCTIONS

- Assists in planning, coordinating and implementing of youth programming, including camps, clinics, programs and special events.
- Primarily responsible for the Club Rec and Summer Camp programs.
- Receives and responds to public inquiries about youth programming.
- Prepares monthly activity, budget and membership reports.
- Participates in the design, preparation and distribution of the monthly activities calendar.
- Seeks sponsorships, volunteers and new members for youth programs.
- Assists in preparing and monitoring the youth program budget.
- Creates promotional materials to increase public awareness of and participation in youth programming; makes presentations to various groups as requested.
- Works with the Recreation Manager to solicit and arrange facility rentals.
- Develops cooperative partnerships with area schools, business leaders and community organizations for the enhancement and support of all youth programming.
- Reports the needs of the public with consideration to youth programs to the Recreation Manager and suggests ways to meet those needs.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Develops and maintains good working relationships with the general public, coworkers and the program participants.
- Performs other duties of this position or related positions as may become necessary or as directed by the Recreation Manager and/or Public Works Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

SUPERVISION RECEIVED AND EXERCISED

Works under the direct supervision of the Recreation Manager.
Exercises supervision of program volunteers.

<u>MINIMUM QUALIFICATIONS</u>

EDUCATION AND EXPERIENCE REQUIREMENTS

The required skills would normally be acquired through attainment of an Associate's degree in Recreation, Leisure Services, or closely related field, plus three years of recreation experience, including youth programming, or an equivalent combination of formal education and related working experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Knowledge of and interest in recreation and sports activities.
- Ability to work outside in various weather conditions.
- Ability to accomplish work which requires physical stamina.
- Ability to establish and maintain effective working relationships with youth, coworkers, and the general public.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Thorough knowledge of the policies, procedures, rules and regulations governing the recreational program area assigned.
- Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote recreation activities and programs.
- Ability to evaluate the effectiveness of recreational program activities.
- Ability to plan and supervise the work of volunteers.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Positive attitude and enthusiasm for the job.

CONDITIONS OF EMPLOYMENT:

- Possession of a valid Florida driver's license is a requirement for this job
- Must obtain CPR and First Aid certification within 6 months of date of hire.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work environment is a community recreation center and may be noisy and bustling.
- Light physical effort. Requires handling of average-weight objects up to 25 pounds and standing and walking. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require some time spent outdoors at all times of year.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.