



City of Vineyard

Job Description

Title:	Recreation Coordinator	Code:	620
Division:	Recreation	Effective Date:	07/2025
Department:	Parks & Recreation	Last Revised:	
FLSA Status:	Non-Exempt		
Salary Range:	\$24.54--\$36.81		

GENERAL PURPOSE

Performs a variety of **general administrative and first-line supervisory duties** as needed to coordinate the day-to-day operation of city recreation programs, including youth, adults and seniors. Performs basic marketing and programming functions to expand program and event awareness and effectiveness by identifying city-wide cultural interests and engaging community involvement.

SUPERVISION RECEIVED

Works under the general supervision of the Park & Recreation Director.

SUPERVISION EXERCISED

Provides close to general supervision to Recreation Assistant, Part-time or Seasonal staff, sports officials and Volunteers.

ESSENTIAL FUNCTIONS

Recreation Operations: Plans, coordinates and implements and supervises the operations of activities as needed to assure timely delivery of scheduled events, classes, and programs; supervise, promote, implement and coordinate recreation and leisure programs, special events and services for youth, adults and seniors as assigned; implement and enforce policies and procedures; organize and regulate online program registration; participates in the acquiring and designing of park space and facilities.

Staff Recruitment & Credentialing: Participates in recruitment, selection and training for seasonal, temporary or volunteer personnel; monitors program field and site operations, evaluates work efforts and quality of work; makes recommendations effecting work retention or termination; organize and conduct meetings, workshops and training for staff; investigate and implement proper legal and certification requirements for supervised staff.

Community Outreach: Performs general community outreach to determine recreation interests and needs; assists in public relations by finding volunteer workers and presenting new programs to the general public; prepare and coordinate the development of publicity for programs and events, including various forms of media, news release, newsletters, flyers, pamphlets and brochures.

Programming Prioritization and Promotion: Establish priorities, schedule and methodology for recreation activities; outlines program objectives and target market groups; carries out publicity programs; utilizes various forms of media, notices, publications, flyers, social media and brochures to promote city-wide interest, maintain close contact with school officials regarding program offerings, coordination of services and use of facilities;

Fiscal Planning & Recordkeeping: Participate in budget preparation and administration; prepares cost and revenue projections for specific programs and events; Makes purchases for assigned recreation programs; requisition and maintain program equipment; prepare and maintain a variety of records and develop reports tracking new or ongoing programs and program effectiveness for evaluation of community suitability; maintain records for registration; plan, operate and monitor programs according to funded budget.

Recreation & Sports Programs: Organize registrants into teams; organize and implement tournaments, provides support to local “recreation associations”, i.e., organized Youth Recreation Programs including, basketball, wrestling, and races; assists with supervision, coordination and implementation; delegates the determination of necessary resources and components (i.e., officials, facilities, equipment, volunteers, gym supervisors, scorekeepers, coaches, etc.); designs and purchase league uniforms, championship shirts, and trophies/awards; writes, enforces league rules; performs refereeing and umpiring of games.

Set-up field and facilities for gameday; Monitors program activities to assure quality and serves as “trouble shooter” and “problem solver”; monitors, evaluates and recommends for new program development and implementation;

Event Coordination: Plans, organizes and implements programs, activities and special events; recruits sponsor donations for race raffles, markets and promotes programs to the community; recruits and oversees assigned programs, participants and volunteers. Maintain facility safety and cleanliness;

Patron Relations: Investigate complaints and recommend corrective action as necessary to resolve complaints; represent and advocate at community sponsored recreational events and activities; assist hosting facility scheduled events.

Performs related duties as assigned.

JOB STANDARDS

1. Education and Experience:

- A. Graduated from college with a bachelor’s degree in Recreation Management, Physical Education, Event Management or a related field;
AND
- B. Two (2) years of related experience;
OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of various sports to write program descriptions and formats; program planning process, including marketing; the methods and techniques of developing and operating recreation programs; of the philosophy and objectives of community recreation programming; team sports management; community and public relations; rules and regulations of a variety of sports and recreational activities; of equipment, facilities, operations and techniques used in a comprehensive community recreation program; budget techniques; the operation of personal computers and various software applications including spread sheets, word processing, etc.; background checking processes to ensure participant safety and protection. Some knowledge of the operation of motorized pitching machine and field painting equipment.

Skill in interpersonal communications and cooperative problem solving; the use of a computer and software applications used to track programs, monitor enrollments, produce marketing materials, and document expenditures.

Ability to utilize recreation Software (Civic Rec), perform transactions, extract reports, and determine required number of participants to run a functioning program; organize recreational programs, establish game schedules, tournaments and other play activities; to establish and maintain effective working relationships with employees, various age groups, other organizations, and the public; communicate effectively, verbally and in writing.

3. Special Qualifications:

Certified in First Aid and CPR.

Certification as a Parks & Recreational Professional (CPRP)

4. Work Environment:

Incumbent of the position generally performs in both indoor and outdoor environments. Tasks may require a variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing, and seeing essential to the performance of the job. Common eye, hand, finger dexterity is required. Mental application utilizes memory for details, verbal instructions, complex thinking, and creative problem solving. Frequent local travel required in normal course of job. Position demands often require working evenings and weekends.