

\$20 - \$25/hr

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

Page 1 of 3

---

<b>POSITION TITLE:</b> Recreation Coordinator	<b>DEPARTMENT:</b> Park Department
<b>CLASS TITLE:</b>	<b>REPORTS TO:</b> Recreation and Events Supervisor

---

<b>EMPLOYMENT STATUS:</b> Full-Time	<b>F.L.S.A.:</b>
-------------------------------------	------------------

---

**MISSION:**

To provide healthy recreational opportunities for adults, teens and youth of our community.

**JOB RESPONSIBILITIES:**

Work with the Recreation and Events Supervisor to help build and sustain the Columbia City Park programs, sponsor/donor relationship, and help support fundraising and collection activities. Serve as a contact/resource person for adult, teen and youth activities and social programs. Oversee weekend programming and all recreational related leisure activities. Train and supervise volunteers. Maintain flexible hours including weekdays, weekends, and evenings.

**ESSENTIAL FUNCTIONS:**

All of the following are to be performed while adhering to the City of Columbia City operational policies, safety rules, and procedures.

**Recreation Program Duties:** Develop, advertise and implement social, creative, and educational programs for youth. Provide and maintain a safe environment. Build and maintain consistent and positive rapport with the community

**Administer Programs:** JFL, Youth Baseball and Softball, Co-Ed Softball, and any other activity programs that may be added. Works with Baseball, Softball and Football Committees.

**General Program Duties:** Solicit donations of equipment and monetary contributions for all of our programs, organize fundraiser activities, produce and distribute flyers to promote our programs, schedule activities, evaluate and review ongoing and completed programs. Recruit, train, supervise, and evaluate volunteers to assist in the operations of all programs. Supervise and teach special projects and community service volunteers. Creatively develop new programs that may benefit our community. Oversee social media (website, Facebook, etc.).

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

Page 2 of 3

---

**POSITION TITLE:** Recreation Coordinator

---

**ESSENTIAL FUNCTIONS CONTINUED:**

Administration and Clerical Duties: Evaluate further operational and capital purchases and make recommendations. Operate office equipment, receipt and deposit monies, receive and forward invoices, administer policies and procedures. Purchases uniforms and equipment for softball, baseball and football programs.

Customer Service: Answer questions through phone calls, E-mails, and face to face inquiries, maintain knowledge of our community.

Other duties may be assigned. This is a representative sample. This is not a complete listing of responsibilities and tasks.

**QUALIFICATIONS AND REQUIREMENTS:**

Bachelor's Degree (B.A.) from a four-year college or university in Recreational Management, Leisure Services, or a social related field; and one to two years related experience and/or training; or equivalent combination of education and experience. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required.

Language Skills: Ability to read, analyze, and interpret common financial reports and legal documents. Show patience and understanding when responding to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to Park Director, Administration, Public Groups, and/or Park Board.

Necessary Knowledge, Skills, and Abilities: (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community program; (B) Skill in operation of listed tools and equipment; skill in First Aid and CPR; (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with co-workers, supervisors, participants, coaches, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of volunteers.

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

Page 3 of 3

---

**POSITION TITLE:** Recreation Coordinator

---

**QUALIFICATIONS AND REQUIREMENTS CONTINUED:**

Tools and Equipment Used: Personal computer (including word processing and data base software); printer, calculator, copy and fax machine, phone; paint brush, vacuum, mop, broom, ladders.

Work Environment: While performing these duties of this job, the employee frequently works in an office environment that includes many hours of sitting and desk work, also frequently in outside weather conditions. Must be able to lift 20-50 lbs.

**POSITIONS SUPERVISED:**

Umpire & Chief, summer part-time staff

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Valid driver's license.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date