

City of Merriam- Job Description

Job Title: Recreation Coordinator- Fitness
Department: Parks & Recreation
Reports to: Recreation Supervisor
Status: Full-time; Non-Exempt
Pay Grade: H

Position Summary

This position is responsible to help support the City of Merriam's mission by planning for fitness, athletic, recreational, and educational activities year-round for city-wide parks and recreation program; these duties will be performed in a safe manner, while promoting the City of Merriam's values.

Essential Functions and Duties

- Responsible for the ongoing planning, development, facilitation, and evaluation of recreation, healthy living, fitness, and education programs for implementation in the community for all ages and abilities
- Support, develop, and manage part-time fitness attendants
- Manages operations of fitness center, group exercise, and program/classroom space
- Coordinates and performs safety inspection of equipment; coordinates preventative maintenance and repairs of equipment
- Investigates available grant options for program funding, assists in the preparation of grant applications
- Recruits, trains, and evaluates contract employees, and volunteers
- Prepares information for publication and marketing in flyers, social media, brochures, news releases, television and radio media
- Promotes and publicized facility usage and programs through presentations to media, boards, and civic groups
- Coordinate community recreation resources and encourage cooperation among partners to avoid duplication of services.
- Gathers, interprets and prepares data for reports, studies, and recommendations. Maintains necessary operating records.
- Assists in preparation of program budgets; monitors and adheres to existing budget
- Develops and maintains a complete inventory and replacement schedule of recreation resources
- Prepares and maintains procedural manuals and other related program and service records
- Serves as departmental liaison to City employee committees; represents City on other cooperatively sponsored events with other agencies
- Establishes and maintains appropriate public relations in the community. Responds to community needs and public inquiries/complaints as they relate to recreation programming.
- Performs a variety of miscellaneous community center duties such as answering phone, running errands, selling memberships, facility reservation, registering participants for classes, setting up equipment for programs, etc.
- Operates reception desk in absence of Administrative Coordinator or Customer Service Representative
- Understands and complies with department policies and procedures, division manuals, codes of conduct, and city personnel rules and regulations.
- Promotes city values at all times
- Other duties as assigned.

City of Merriam- Job Description (cont.)

Education and Experience:

- Bachelor's degree in Recreation, Park Resources, or Recreation Leisure Service or a closely-related field
- 2 years of experience relating to recreation program and special event production
- 2 years of experience supervising a team of employees
- Any equivalent combination of education and experience
- Certified Park and Recreation Professional designation or ability to obtain within one year of hire
- Current CPR/AED and First Aid certification
- Equivalent combination of education and experience is acceptable

Knowledge, Skills, and Abilities:

- Working knowledge of principles and practices of modern parks and recreation programs
- Advanced knowledge of equipment and facilities required in a park and recreation program
- Working knowledge of community recreation needs and resources
- Demonstrated skill in supervisory capacity
- Demonstrated knowledge of marketing techniques; excellent writing and verbal communication skills
- Ability to plan, organize, coordinate, and evaluate special events and park and recreation programs
- Ability to establish and maintain trusted working relationships with coworkers, other agencies, and the general public
- Ability to work in Microsoft Office Suite and various web-based applications

Requirements:

- Must be at least 18 years of age
- Must have a driver's license or ability to obtain
- Must be able to work weekends, evenings, holidays, and attend evening meetings, as required

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, climb, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

City of Merriam- Job Description (cont.)

The employee must occasionally lift and/or move up to 50 pounds with mechanical assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is typical of recreational facilities. Periodic exposure to sun.