City of Nome Job Description

Title: Program/League Coordinator
Department: Recreation Center
Reports to: Director of Parks and Recreation
Supervises: NA

Range/Salary: 16
Status: Non-Exempt
Original Date: 3/1/2001
Revised Date(s): 3/30/23

Summary:
This position is responsible for providing professional programming and/or facility coordination services for recreational programs and special events. In addition, it involves the planning, organizing, scheduling, coordinating and instructing daily recreation programs, special events and recreational sports leagues.

Essential Duties and Responsibilities:
The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Plans year-round and seasonal programs for the Nome Recreation Center, monitors and supervises departmental programs and events, assists in the development and administration of league programs such as basketball, softball, bowling, volleyball, soccer, etc;
- Submits fiscal year recommendations during the budgeting process for departmental programs and activities;
- Suggests purchases of equipment, supplies and other expenditures based on budget recommendations and limitations. Maintains inventory of equipment and supplies;
- Selects, trains, supervises and evaluates recreation program staff, instructors, volunteers and coaches directly or indirectly;
- Oversees registration procedures, development of appropriate forms and releases, acquisition and deposits and the record keeping of revenues;
- Oversees revenue collection/billing for contract user groups;
- Oversees scheduling of classes and other activities in the multi-purpose room (MPR);
- Produce and distribute media PSA’s, community flyers and facility posters advertising MPR classes and activities;
- Assists with program evaluations and record keeping. Maintains accurate records of program attendance and other program information and statistics;
- Coordinates the utilization of the Nome Recreation Center facilities for other agencies and user groups;
- Promotes department activities through composing and forwarding media releases, designs and distributes flyers and brochures to radio outlets and other marketing tools and public meetings;
- Directly supervises, evaluates and sets goals for Program Assistant (if staffed);
- Monitors current supplies inventories of recreational and program equipment. Makes purchase recommendations for supplies needed for programs and oversees the proper storage, rotation and use of inventory supplies;
- Assists with the development of tournaments and special events;
- Represents the department in multiagency collaborations involving community recreation and/or
youth related activities;

- Actively assists the department with special projects;
- Research available program funding though grants, assist in preparing grant applications and grant administration;
- Performs routine maintenance and custodial duties as required;
- May be required to work evenings, weekends or holidays to accommodate recreation program activities;
- Performs other duties as assigned.

**Supervision Exercised:**

- Directly supervises the Program Assistant (if staffed) and assists cardio instructors. Responsibilities include interviewing, recommending, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Knowledge, Skills, Abilities, Qualification Requirements:**

- Recreational trends and philosophies;
- Principles and practices of supervision, training and performance evaluation;
- Principles and practices of work safety;
- Use of modern office procedures, methods of computer equipment.
- Ability to organize, implement and direct recreation and leisure programs;
- Ability to analyze, supervise, train and evaluate assigned personnel;
- Ability to maintain records and prepare reports;
- Ability to perform delegated administrative assignments independently; handle with courtesy and tact a wide variety of public contact both on the telephone and in person; understand and carry out oral and written direction; work cooperatively with others; proficiently use computer system.
- Must be able to work well under pressure; ability to complete projects independently with inflexible deadlines; have a high level of initiative and be able to work with minimal supervision.
- Ability to establish and maintain positive working relationships with personnel in other agencies; coordinate effectively with varied interest groups; and maintain effective working relationships with employees and the general public.
- Ability to operate computer programs; accurately enter data; and complete work using various software programs.
- Ability to perform the physical demands of the position.

**Education and/or Experience and/or Certifications/Licenses and/or Background**

- High School Diploma or Equivalent and at least two (2) years of Recreation Management/ Program or related area such as Physical Education experience. College or business college training may be substituted for the experience on a year for year basis.
• Experience in handling money, making change, writing receipts, depositing funds, establishing and using computer billing and word processing programs.

• Knowledge of some objectives of public recreation, human behavior, and mental and physical hygiene, as applied to recreational activities. Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Nome Recreation Center.

• Possession of or ability to obtain a valid State of Alaska driver's license.

• Must pass background check.

**Physical Demands:**

The physical demands 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 regularly required to sit, talk, hear, walk, stand, reach with hands, feel objects, stoop, stretch and grab, climb, bend and lift or crouch. The employee is frequently required to type, handle objects, tools, supplies or sporting equipment, crawl or kneel. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

The employee must regularly lift and or move up to 25 pounds, frequently lift and move up to 45 pounds and with assistance of hand truck or other device, move up to 100 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 works in an office environment, gymnasium and other spaces typical of a recreational facility. May occasionally work in outside weather conditions ranging from wind, snow, rain, cold, and fog.

The noise level in the work environment is usually moderate, but occasionally high during public events, bowling, etc. Ear protection is not required.

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Disclaimer
The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.