

City of Claremont, New Hampshire Position Description

Position Titled:	Center Coordinator	Union/Merit:	Merit
Reports to:	Parks & Recreation Director	Grade Level-Points:	7 - 446
Department:	Parks & Recreation	Revised/Updated:	11/26/2012
FLSA Status:	Non-Exempt		

Job Summary

Plans, organizes, coordinates and markets facility use and programs for all users of the community center facility. Including but not limited to; aquatics, youth, adult, sr. citizens and cultural arts, physical activities, special interest groups. The incumbent requires a good deal of knowledge about community centers, major concentration in aquatic programs, various activities, the equipment used, rules and regulations used, and the tact needed to work with paid as well as volunteer instructors, and the public. The incumbent's work is largely responsible for the effective and efficient use of the Community Center Facility and, as such affects the quality of life for many City residents.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Selects, plans and implements aquatic programs, cultural arts, physical activities, day camps and special interest activities for youth and adults using the community center facility. Coordinates and oversees recreation staff and volunteers in the development and implementation of community recreation programs for children, teens and adults in the community center facility.
2. Supervises and instructs aquatic classes, workshops and activities for youth engaged in recreation programs and co-sponsored programs within the community center facility.
3. Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.
4. Responds to public inquiries about the programs and activities within the community center facility through the telephone, correspondence, or during public meetings. Responds to citizens/parents complaints/inquires about Community Services programs.
5. Prepares the information for community center publications. Produces a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding the community center programs and offerings.
6. Maintains a variety of records, including registrations, reservations, permission slips, purchasing, accidents, and vandalism, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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7. Schedules and coordinates use of the aquatic facility, gymnasium, meeting rooms, aerobics room and special events within the Community Center.
8. Performs a variety of miscellaneous duties such as answering phones, typing correspondence, running errands, picking up supplies needed for activities, conducting activities for children, adults, sr citizens, helping set up tables and chairs for classes, special events, rentals and community functions, etc.
9. Promotes interest and provides information regarding the community center and its programs to school officials, other recreation officials, community service groups, other departments, and the general public.
10. Availability to work evenings and weekends.
11. Performs other work as assigned.

Peripheral Duties

Assists in the recruitment and selection of a part-time seasonal staff.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Associates degree from an accredited college or university with primary course study in recreation with a concentration in the following but not limited to: aquatic instruction and teaching; youth & adult program development; recreation planning and administration; facility operations; fitness training; and operations used to develop and maintain an effective community center recreation program. Certifications in CPR-First Aid, WSI, LGT and possession of a current driver's license.

Candidate may possess an equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position however the above certifications are a requirement for the position.

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Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program; Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- Knowledge of and ability to use computers and computer software.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to plan and supervise the work of paid staff and volunteers.
- Ability to create, administer and evaluate new and existing programs.
- Techniques of effective time management.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Supervision Received

Works under the direct supervision of the Director of Parks and Recreation. The incumbent uses a moderate amount of independent judgment in scheduling activities and working with instructors, etc. Work is reviewed through observation, staff meetings and reports of department activities.

Supervision Exercised

Incumbent exercises working supervision over ten to fifteen part time recreation employees over the course of the year. Incumbent exercises supervision over AM/PM Weekend Facility Leaders and maintenance personnel. Incumbent exercises working supervision over sixty (60) plus volunteers over the course of the year.

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Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. The incumbent has a wide range of personal contacts including the public, community center staff, volunteer workers, boards and commissions, city departments and some city management officials. In addition, the incumbent coordinates the activities with members of the media.

Licensing & Certification

It's preferred to maintain a valid motor vehicle operator's license.

Current CPR- First Aid a must

Current Red Cross WSI would be preferred

AFAA(Aerobics and Fitness Association of America), NASM (National Association of Sports Medicine) or equivalent personal training and or group training certifications a plus.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine, sports and fitness equipment etc.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement, carpeted floors, turf and other sport field and court surfaces.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insertor, computer mouse.

Typical Work Environment: Inside: 90% Outside: 10%

Summary of Occupational Exposures: Incumbent spends majority of time coordinating, teaching - conducting activities and special activities within the Community Center. Frequent evenings and weekend hours are required. Some physical effort required when demonstrating and participating in games and events of the recreational program. Working conditions could involve performance under varying weather conditions. May be exposed to aquatic chemicals, cleaning fluids, copier toner, etc.

The incumbent's working conditions are active and busy, typically quiet to moderately loud depending on the program and activities being performed.

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Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Frequently required
<u>LIFT over 50 lbs.:</u>	Rarely required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Occasionally required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

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<u>Hearing:</u>	Necessary for taking instructions and information.
<u>Sight:</u>	Necessary for performing job effectively and correctly.
<u>Tasting & Smelling:</u>	Not required for the performance of the functions of this position.

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