CITY OF BROOKLYN CENTER
invites applications for the position of:

Recreation Coordinator

**SALARY:** $21.29 - $25.91 Hourly
$44,283.20 - $53,892.80 Annually

**OPENING DATE:** 10/23/20

**CLOSING DATE:** 11/6/20 11:59 PM

**POSITION SUMMARY:**
Under the direct supervision of the Recreation Supervisors, as a member of the Community Activities and Recreation Services (CARS) staff, this position is expected to provide communication, leadership and assistance for supervisors, participants and employees for recreation programs and events.

**EXAMPLES OF DUTIES:**

**Essential Duties and Responsibilities**
- Assist Recreation Supervisors to provide leadership, work direction, schedules, communication and on site supervision for part-time/seasonal staff, contractual staff and volunteers
  - Organize the planning of trainings, meetings, ongoing coaching and evaluations
  - Supervise, lead, and set a positive example for participants
- Assist with program and event management including registration, marketing, staff supervision, schedules, public outreach, communications and coordination of employees and programs
  - Responsible for communication with program participants and employees regarding program updates, facility conditions and weather related issues
  - Keep accurate records of daily attendance, accident reports and discipline reports
  - Document and inform supervisor of on-site program concerns including scheduling conflicts, maintenance needs, and all other pertinent program related issues
  - Inventory supplies and equipment for programs, communicate with supervisor and purchase additional supplies as directed
- Enhance participant experience and community engagement
  - Complete assigned program reports, surveys and evaluations
  - Demonstrate creativity and initiative to develop and implement new programs
  - Communicate and problem solve with program supervisor, coordinator, co-workers, parents and participants
- Participate in own performance evaluation, identifying past accomplishments, problems, goals and personal growth plan
  - Serve as substitute Recreation Supervisor as needed
  - Independently supervise programs and events as assigned
  - Develop and maintain professional relationships with supervisor, staff, program participants and other professional connections
- Administer basic first aid as needed
- Follow the City of Brooklyn Center policies and procedures
- Other duties as assigned

**Essential Knowledge, Skills and Abilities**

**Communications:** Must be customer service oriented and have the ability to actively listen to others for understanding of their needs and situations; ability to speak and write English clearly. Must have the ability to communicate effectively with persons who do not speak English and are from a variety of different cultures. Must be able to assertively control
conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda, and directives.

**Decision Making:** Must act in a decisive manner, using good judgment. Must be able to assess problems and situations; able to anticipate needs and evaluate alternatives. Must have knowledge of utilization of appropriate resources and the willingness to initiate use of available resources.

**Interpersonal Relationships:** Must be consistent in dealing with people; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude.

**Professional Attitude:** Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies and citizens with a courteous, helpful, and friendly attitude.

**Quality of Work:** Must be able to produce quality, accurate work, detect and correct errors; utilize work time properly and productively.

**Technical Knowledge:** Bachelor's degree in recreation, education or closely related field OR two years of post-secondary education and three years of year round job experience in recreation or five years of seasonal job experience in recreation. Experience in recreation, facility management or closely related field. Must have a sound working knowledge of the principles, practices, organization, administration and purpose of recreation programming and municipal facility operation. Must have knowledge of public/business administration principles, practices and techniques. Must have strong organizational skills and the ability to work with diverse groups. Must have knowledge of program and/or facility marketing principles. Must have basic knowledge of telephone etiquette, cash register and/or Point of Sale system use and the use of personal computers; including basic proficiency in Microsoft Office software products. Must have the ability to quickly learn new information and initiate improvements as needed.

**Physical Abilities:** Must have the ability to read and discern visual images on a variety of media. Must have the ability to remain seated or standing at the same workstation for up to eight hours at a time with appropriate breaks within that time frame. Ability to stand, talk, write, hear balance, run, sit, kick, kneel, throw and lift up to 25 pounds. Work interruptions are frequent.

**MINIMUM QUALIFICATIONS:**

**Minimum Requirements**

- Bachelor's degree in recreation, park administration or closely related field.

**OR**

- Two years of post-secondary education and three years of year round job experience in recreation or five years of seasonal job experience in recreation.

- Proficient in Microsoft Office Suite.
- Must possess a valid driver's license upon employment.

**Preferred Qualifications**

- Lifeguard or Water Safety Certification, or ability to obtain within six months required
- First Aid/CPR Certification
• Experience working with persons with special needs and/or disabilities
• Experience working with recreation software programs and social media platforms

SUPPLEMENTAL INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:
http://cityofbrooklyncenter.org
6301 Shingle Creek Parkway
Brooklyn Center, MN 55430
763-569-3302
hr@ci.brooklyn-center.mn.us

Position #2020 - 28
RECREATION COORDINATOR
RM

Recreation Coordinator Supplemental Questionnaire

* 1. Please select the statement that best describes you.
   □ I have a bachelor's degree in recreation, education or a related field.
   □ I have two years of college coursework and at least three years of year round job experience in recreation.
   □ I have two years of college coursework and at least five years of seasonal job experience in recreation.
   □ I have less experience in the field than is required.

* 2. Are you proficient in Microsoft Office Suite?
   □ Yes □ No

* 3. Do you have a valid driver's license and reliable transportation?
   □ Yes
   □ No

* 4. Please describe how the Recreation Coordinator position aligns with your career goals.

* 5. Please describe your experience working in a recreational setting including positions held, length of positions, number of staff/volunteers supervised and responsibilities.

* 6. Please share what attributes you believe makes a good leader in a community.

* 7. Please describe your experience in working with persons whose primary language is a language other than English.

* 8. What new program/event have you, or would like to, implement to meet the demand for innovative and creative experiences?

* Required Question