



## POSITION DESCRIPTION

### Recreation Coordinator

**REPORTS TO:** Director of Operations

**EMPLOYMENT TYPE:** Part Time

**PRIMARY FUNCTION:**

- Responsible for overseeing the delivery of programs for a designated clubhouse in the areas of the Sports, Fitness & Recreation, and Outreach. Provide a healthy environment for members under the goals of the Youth Development Strategy.

**KEY ROLES (Essential Job Responsibilities):**

*Prepare Youth for Success*

- Work with Director of Operations and Clubhouse Program Director to establish program objectives consistent with organizational goals and mission in specific program areas.
- Plan, oversee and deliver designated Clubhouse activities that support Youth Development Outcomes:
- Oversee the provision of day-to-day club operations in accordance with established standards and goals.
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program area(s).
- Demonstrate leadership to assure conduct, safety and development of members.

*Program Development and Implementation*

2. Establish and maintain Extension and Clubhouse program goals and settings that insure the health and safety of members. Ensure that site staff understand and effectively communicate standards of program; that they ensure program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
3. Ensure the evaluation of programs on a continual basis and ensures programs/activities respond to member needs and address their gender and cultural diversity.
4. Control Extension and Clubhouse program and activity expenditures within approved budget

*Supervision*

5. Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Identify and support training and development opportunities for assigned volunteers and staff.
7. Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.

8. Ensure and Maintain staff and program guidelines as required through State or grant expectations.

*Marketing and Public Relations*

10. Increase visibility of designated Club programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers, social media and traditional press releases.

*Organizational Responsibilities*

1. Maintain the health and safety of all members.
2. Monitor daily clubhouse as stated in Staff Manual.
3. Complete all program evaluation and tracking expectations.
4. Ensure programs/activities respond to member needs and address their gender and cultural diversity.
5. Support extension sites as needed, including on-site staffing.

**ADDITIONAL RESPONSIBILITIES:**

1. May oversee and/or support special programs and/or events (i.e. Steak & Burger, Youth of the Year and Awards Programs), and/or participate in the implementation of other unit activities as necessary.
2. May be required to drive Club van periodically.
3. Will consult with parents concerning member and club issues.

**KEY PROGRAMS TO OVERSEE:** (not meant to encompass all program responsibilities)

Sports, Fitness and Recreation: Traveling Basketball Teams  
Traveling Volleyball Team  
Intramural Leagues  
Flag Football  
Outdoor Recreation Program  
Triple Play (Elementary Health & Fitness Program)  
Club Week- Club Records

Outreach: Identify and Offer activities which promote membership Recruitment.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**External:** Maintain contact as needed with external community groups, school offices, schools, member's parents and other to assist in resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- Associates Degree in related field from an accredited college or university, or equivalent experience.

- A minimum of two years work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Mandatory CPR and First Aid Certifications

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

*Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.*

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

---

Acknowledgement of Position Description (Employee's Signature)

---

Date