

J O B O P P O R T U N I T Y
City of Mansfield, Ohio

ORDINANCE 18-001

POSTING DATE: 06/12/18
DEADLINE DATE: 06/18/18

RECREATION COORDINATOR II

The City of Mansfield, Ohio, Director of Human Resources hereby announces the opening of the following position in the Parks & Recreation Division:

POSITION	ANNUAL SALARY
RECREATION COORDINATOR II	\$30,500 - \$46,600

GENERAL STATEMENT OF DUTIES:

Under general supervision from the Parks and Recreation Manager performs professional duties in planning, developing, coordination, implementing, and supervising recreation and athletic programs for the City of Mansfield community. Duties will include planning, supervision, coordination and management of the operations of the Ocie Hill Community Recreation Center and other park facilities.

EXAMPLE OF WORK: (ILLUSTRATIVE ONLY.)

- Assists Parks and Recreation Manager in planning, organizing, developing, scheduling and evaluating recreation and athletic programs.
- Assists with Hiring, training, supervising, scheduling and evaluating part time and seasonal personnel; assigns work as necessary.
- Coordinate volunteer requests from the community; recruit, train and supervise volunteer coaches and staff.
- Schedule recreation facilities and supervise condition of facilities.
- Coordinates with various community agencies and other city departments to provide opportunities to the youth in the community.
- Conduct and attend a variety of training seminars, staff meetings, coaching clinics, and community meetings.
- Maintain inventory of supplies and equipment.
- Assist with public relation duties such as preparing and distributing flyers, press releases, and brochures.
- Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of recreation and athletic programs.
- Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies.
- May assist the Park and Recreation Manager in planning organizing, developing, and scheduling the Community Recreation Center.

- May assist in the development of classes, schedules and implementation of activities
- May coordinate and supervise staff on week nights, weekends, and holidays.
- May perform emergency custodial maintenance work. Set up tables, sports equipment, chairs, and bleachers for classes and programs.
- May provide security for the building and grounds
- Perform related duties as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of developing and administering recreation and youth city government programs; working knowledge of the rules of a variety of sports.
- Considerable knowledge of fitness equipment and how it works.
- Ability to work evenings, night shifts, split shifts, weekends, and some holidays.
- Ability to participate in active sports and recreation activities.

ACCEPTABLE EXPERIENCE AND TRAINING:

- Graduation from college with a bachelor's degree in recreation administration, physical education, social work, psychology or closely related field, and six (6) months experience in public recreation or any equivalent combination of education or experience. Also, must obtain First Aid and CPR Certification within six (6) months of employment. Must possess valid Ohio driver's license

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, stand, sit and talk or hear. The employee occasionally required using hands, feeling or operating objects, tools, or controls; and reaching with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED IN THE HUMAN RESOURCES OFFICE."WE ARE AN EQUAL OPPORTUNITY EMPLOYER." WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.