



Program Coordinator

Working Location: Clear Creek Metropolitan Recreation District
Idaho Springs, CO

Work Schedule: Monday - Friday, Weekends/Evenings, as required.

Working Hours: As necessary / based on 40 hours

Positions Available: One. Salary/Exempt status. (S2)

GENERAL DUTIES

This position provides leadership and direction for employees and programs at the Clear Creek Recreation Center. Assists Recreation Manager of supervisory and management functions in the overall operations of the recreation center, programs and sports. Develops, coordinates, schedules, implements, supervises and evaluates a variety of recreational programs, activities community events and facilities. Prepares program materials, equipment, first aid kits and other necessary items. Supervises building and participants by enforcing program and building rules, regulations, and procedures. Assists with hiring, training, scheduling, evaluating and supervising program staff. Responsible for the safety of self, staff, participants and volunteers. Responsible for proper use and care of materials, equipment, and facilities used.

SPAN OF SUPERVISION

- Responsible to the Recreation Manager
- Responsible for officials, coaches, program staff and instructors

REQUIRED DUTIES

1. Responsible for the development, coordination, evaluation and monitoring of all programs, leagues, and activities in the District.
2. Implements, evaluates, removes, and/or modifies program activities to meet diverse community needs and interests.
3. To serve the public and the Board of Directors.
4. Responsible for recruitment, hiring, training, scheduling, and evaluation of program staff, volunteers and coaches.
5. Responsible for monitoring of registrations for the programs, events and leagues.

6. Responsible for assisting in the development and implementation of the yearly budget.
7. Responsible for reports required by the Board of Directors.
8. Meets with residents of community to assist in determining recreation
9. Effectively implement District operating policies and procedures
10. Additional duties that may be assigned by the Recreation Manager .

QUALIFICATIONS

Age: 21 or older

Employment Standards:

- Good organization, customer service, communication and personnel skills.
- Knowledge of recreation and sports including rules and regulations.
- Knowledge of facility operations.
- Personable and dedicated to the public he or she serves.
- Certified in First Aid/CPR/AED
- A valid Colorado Driver's License is required.

EXPERIENCE

- Bachelors of Arts degree in recreation/leisure management or related field or three years experience working in similar setting.
- 1-2 years management of youth/adult related sports.
- Experience in supervising staff.
- Computer experience is required.

PHYSICAL AND MENTAL REQUIREMENTS

- Work will be performed indoors and outdoors.
- Willing to work some nights and weekends.
- Must be able to work as a team member in a diverse work environment.
- Indoor work may sometimes be in a busy, close office environment where noise and interruptions prevail.
- Requires alertness, precision, memory, concentration, judgment, reasoning, patience, problem solving, and imagination.
- Required to safely lift a minimum of 50 pounds.

DESIRABLE TRAITS

Leadership, Communicates Effectively, Knowledge Worker, Holds Self and Others Accountable, Problem Solving and Innovation, Demonstrates Ethical Behavior, Leverages Resources (Coaches and Develops), Drives to Excel, Maximizes Team Effectiveness, Supportive of Change.