



## Recreation Services Coordinator - Community Programming

### JOB DESCRIPTION

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**DATE LAST REVIEWED:** March 10, 2023

**CLASS CODE:** 117

**FLSA:** Non-Exempt

#### **JOB SUMMARY**

Performs supervisory-level functions for Vail Recreation District's (VRD) community programming division in the recreation department conducting and supervising programs, camps and special events, including daily after school programming and programming during school breaks.

#### **DISTINGUISHING CHARACTERISTICS**

The recreation services coordinator – community programming is the supervisory-level classification that performs a variety of responsibilities in the community programming division to deliver quality programs and events and provide engaging spaces for children and families. This classification requires a working knowledge of terminology, procedures and practices used in the area of youth community programming.

This class is distinguished from the management-level community programming director by the latter class's greater authority to manage, administer, and supervise the recreation community programming division.

#### **SUPERVISION RECEIVED AND EXERCISED**

**Reports to** the community programming director and receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans and/or determines specific programs, procedures or equipment required to meet assigned objectives and solve routine problems. Refers non-routine or unusual matters, as well as programming decisions to supervisor. Operates under direct supervision for assignments that deviate from established processes and procedures/policies.

**Supervises** the following positions: part-time/seasonal staff for after school programs, schools out camps, Camp Vail, Pre Kamp Vail, and other special events and programs

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

**Duties may include, but are not limited to, the following:**

- Plan, implement, and evaluate a variety of community programs, including after school, schools out camps, Camp Vail, Pre Kamp Vail, special events, and field trips, including transportation
- Assist community services director to ensure all programs, camps and events meet VRD guidelines and state licensing requirements, rules and regulations, and track, monitor and maintain all compliance standards
- Ensure programs deliver balanced snacks, art opportunities, sports, games, outside activities, free time, and a variety of age specific engaging activities for participant
- Maintain camp areas by communicating with maintenance staff at VRD, schools, resorts, and other venues, and create punch list of improvements after camps conclude
- Collaborate with the marketing department to develop strategies for growing participation and registration in programs and events within area of responsibility
- Register participants, collect fees, and manage all participation rosters via database for summer day camp, after school, schools out camp, imaginations station programs, etc.
- Update and manage community services programs on VRD website
- Foster relationships in the community by coordinating and collaborating with local agencies, and communicating regularly with customers, parents, and schools
- Assist in the creation of policies and procedures for areas of responsibility
- Assist with developing program fees, monitoring revenue and expenses throughout the year, highlighting areas of fiscal concern, and identifying trends through variance reports
- Provide excellent customer service by being attentive, professional, helpful, and courteous to guests, staff and Board of Directors of VRD, escalating concerns and complaints to management as needed
- Ensure a high level of customer service and safety awareness through training and development of staff
- Responsible for daily supervisory functions of assigned staff, including training, scheduling, assigning, and monitoring work, and assists the community programming director with hiring, performance management/appraisal, professional development, personnel action recommendations and determinations
- Perform other assigned duties

To perform these functions, incumbents must typically possess

**Knowledge of:**

- Children’s games, arts and crafts, child development
- Policies, procedures, rules, and regulations applicable to assigned areas of responsibility
- Principles of effective supervision and team leadership to engage, motivate and develop staff, with particular emphasis on part-time/seasonal staff

**Ability to:**

- Communicate effectively both verbally and in writing
- Establish and maintain highly effective working relationships with colleagues, managers, members of the public, agency representatives, sponsors, partners, and others encountered in the course of work
- Use tact, discretion, confidentiality, and diplomacy when addressing sensitive situations, personnel matters and/or concerned customers
- Maintain composure and continue to work effectively despite interruptions, equipment failures, unusual demands and/or changing priorities
- Reflect the organization’s mission, vision, and values by working independently and collaboratively in a team-based environment, while demonstrating a strong work ethic, professional behavior, and a positive attitude

- Assess risk as it relates to program and special event planning and assist with updating contingency plans with the safety of participants as the top priority
- Use and train on kitchen equipment, gaming systems, equipment used for sport, crafts, and art activities
- Use and operate a 15-passenger van
- Operate standard computer applications such as Microsoft Word, Excel, Outlook, Amilia database, social media platforms, credit card machines and basic office equipment such as computer and printer

## **MINIMUM REQUIREMENTS**

### **Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Bachelor's degree in recreation, education, early childhood/elementary education, and/or related field
- Experience: Four (4) years of progressively responsible experience in recreation and/or community programming for youth

### **Required Licenses, Certificates or Training:**

- Colorado Driver's license
- Completion of required annual training and coursework
- Required state licensing in standard precautions, universal precautions, and medication administration
- Minimum 460 hours of documented work with school age children recognized by state licensing
- CPR, first aid, and AED certifications or ability to obtain within first six months of hire
- Water safety instructor or lifeguard certification preferred

### **Other Special Requirements:**

- Schedule may need to adjust to include long days, early mornings, evenings, weekends, holidays, and on-call
- CBI, FBI, and TRAILS background check, and equivalent checks in all states of residence in the past five years
- Spanish speaking preferred

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- This position's duties are performed in a variety of environments including office, indoor and outdoor recreation facilities, venues and locations, maintenance/service areas and could be exposed to dust, fumes, and all weather conditions

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Movement:** Ability to move to and from various points within and between VRD, Town of Vail and private facilities, as well as within the outdoor environment, surrounding communities and Front Range
- **Physical:** Ability to perform frequent climbing, lifting, carrying, stooping, kneeling, crouching, crawling, reaching, walking, sitting, pulling, and standing, using both hands and feet, and occasionally pushing; frequent finger dexterity, grasping, and feeling; medium work lifting and/or carrying no more than 50 pounds (with or without assistance) at a time

- **Auditory:** Ability to communicate clearly in routine conversations in person, via telephone or 2-way radio. Must be able to hear normal sounds with background noise and distinguish voice patterns.
- **Visual:** Ability to perform manipulative skills that require hand-eye coordination such as a calculator or computer and be able to see objects closely as in typing a document or reading a report, and at distances up to and over 20 feet, use of both eyes, distinguish basic colors and shades, depth perception
- **Feeling:** Ability to perceive attributes of objects, such as size, shape, temperature, texture, by touching with skin, particularly with fingertips
- **Other:** Ability to produce information in written form

*I certify that I can complete all job duties assigned in this job description (circle one) **WITH** or **WITHOUT** accommodation. I understand there may be some job duties not stated above, but for which I am still responsible to complete.*

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Employee Signature

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Employee Printed Name

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Employee Signed Date

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Supervisor Signature

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Supervisor Printed Name

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Supervisor Signed Date