



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

## JOB DESCRIPTION ASSISTANT RECREATION PROGRAM COORDINATOR

(RECREATION PROGRAMS DIVISION)

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
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### GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for coordinating an assigned program. Reports to the Senior Recreation Program.

### ESSENTIAL JOB FUNCTIONS

Coordinates recreational facility operations for a specific program or facility to include overseeing program management including developing appropriate activities for participants, marketing and media relations; conducts child behavior consultations as appropriate. Coordinates, processes, and records financial and budget information and transactions. Maintains office and equipment inventories; purchases supplies and equipment as needed.

Assists with the supervision and administration of the program or facility staff including completing required reports, budgeting, purchasing and financial transactions, staff organization and development, performance evaluations, employee relations, prioritizing and assigning work and related activities. Coordinates training for program staff.

May be assigned to work in one of the four (4) specialized focus areas: program operations, programming, training, or marketing.

Performs other duties as assigned.

### PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

### REQUIRED KNOWLEDGE

- Recreational Programming - Extensive knowledge of recreational programming, recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles, and practices.
- Public Relations and Communications - Extensive knowledge of the proper methods and techniques of researching, preparing and disseminating public information.
- Supervision - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Safety - Extensive knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.

- Customer Service – Extensive knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules. Excellent skills in planning and coordination multiple projects/activities.
- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Interpersonal Relationships – Develops and maintains cooperative and courteous relationships with employees, managers, representatives from other departments, organizations, and the public. Effectively responds to and resolves complex inquiries and disputes.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy. Works with text, graphics and other design elements to create visually appealing and easy to read and understand publications.

## **REQUIRED ABILITIES**

- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Financial Management – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

## **EDUCATION AND EXPERIENCE**

Requires a Bachelor's Degree in Recreation, Leisure Studies, Therapeutic Recreation or a related field with some lead or supervisory experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background investigation to include a local and state criminal history, sex offender registry check, and a valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

## **PHYSICAL AND DEXTERITY REQUIREMENTS**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.