



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
**RECREATION FACILITY RENTAL
COORDINATOR**
(SPECIAL ACTIVITIES BRANCH)

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position coordinates the facility reservation program at the Brittingham Midtown Community Center as well as An Achievable Dream and Huntington Park Tennis Centers. Reports to A Recreation Program Superintendent.

ESSENTIAL JOB FUNCTIONS

Coordinates the facility rental and reservation program to include updating computer information, scheduling rooms and programs for rentals; coordinates and oversees logistical support for programs and special events for the rental and reservation sites to include interdepartmental support services, arranging room and facility set-ups, providing additional equipment and electrical needs, ordering supplies, staffing, providing for outside facility needs, and ensuring vendors have been approved and have obtained necessary permits and liability insurance for special events. Maintains and updates the calendar of events.

Responsible for the effective supervision and administration of assigned personnel including training, payroll, performance management, employee relations, prioritizing and assigning work and related activities.

Accounts for funds received from various revenue producing activities; invoices billings; collects revenue; prepares receipts; generates deposits; completes and maintains detailed fund records and reports.

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 - Comprehensive knowledge of recreational programming and recreational facility operations and available resources of assigned areas to include professional recreational philosophies, principles, and practices.
- Customer Service - Thorough knowledge of principles and processes for providing customer services.

- Safety – Extensive knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Supervision – Extensive knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer with word processing, spreadsheet, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations and the public. Effectively responds to and resolves complex inquiries and disputes.

REQUIRED ABILITIES

- Communication – 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.
- Judgment/Decision Making – Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine and establish priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Financial Management – Ability to perform arithmetic 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 high school diploma and 5-7 years of related experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

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

PHYSICAL 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.