



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**RECREATION PROGRAM COORDINATOR,  
SENIOR**

(RECREATION PROGRAMS DIVISION) Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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**GENERAL STATEMENT OF RESPONSIBILITIES**

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

**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.
- 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.

- Strategic Planning - Knowledge of strategic planning principles and theories to ensure competitive advantage and profitability.
- 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**

- 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 or a related field and 3-5 years' experience with 1-2 years of supervisory experience in professional recreational programs, 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 REQUIREMENTS**

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

## **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**

Performance of essential functions may require exposure to adverse environmental conditions, such as dust, pollen, temperature and weather extremes, traffic hazards, violent individuals, infectious disease, or rude/irate customers.