



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

## JOB DESCRIPTION RECREATION PROGRAM COORDINATOR

(COMMUNITY RECREATION DIVISION)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
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### GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for coordinating instructional, school age, special community center, cultural and athletic programs. Reports to the Recreation Program Supervisor or Recreation Program Supervisor, Senior.

There are three (3) levels of Recreation Program Coordinator distinguished by the level of work performed and the qualifications of the employee.

### ESSENTIAL JOB FUNCTIONS

Coordinates recreational facility operations for a specific program or facility to include developing appropriate activities for participants, marketing and media relations. 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.

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 and recreational facility operations for assigned facility or program.
- Public Relations and Communications - Extensive knowledge of the proper methods and techniques of researching, preparing and disseminating public information.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Supervision - Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

- Customer Service – 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**

- Critical Thinking – Using logic and reasoning to understand, analyze, and evaluate complex situation and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and courteous relationships with employees, managers, representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

## **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. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- Communication – Excellent ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy in a confidential manner.
- Accounting and Budgeting – 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**

**Assistant Recreation Program Coordinator** – Requires a Bachelor’s Degree in Recreation, Leisure Studies, Therapeutic Recreation or a related field, and 1 year professional recreational programs experience, or an equivalent combination of education and experience.

**Recreation Program Coordinator** – Requires a Bachelor’s Degree in Recreation, Leisure Studies, Therapeutic Recreation or a related field and 2 years professional recreational programs experience, or an equivalent combination of education and experience.

**Recreation Program Coordinator, Senior** - Requires a Bachelor’s Degree in Recreation, Leisure Studies, Therapeutic Recreation or a related field and 3-5 years professional recreational programs experience, or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

An acceptable general background check to include a local and state criminal history and sex offender registry check.

A valid driver’s license with an acceptable driving record

## **PHYSICAL AND DEXTERITY 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 HAZARDS**

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.