

City of Takoma Park
Recreation Department
RECREATION COORDINATOR I
Full-Time
GRADE 28
Hourly Range: \$19.15-\$21.28
Depending on Qualifications
+ Excellent Benefits

The City of Takoma Park is seeking an enthusiastic Recreation Coordinator to promote health and fitness in the community and oversee the community center. Incumbent coordinates Recreation Department's sports programs and various sports clinics for youth and adults. Oversees evening front desk operations and coordinates public use for community center.

TYPICAL DUTIES:

Provide instruction for classes or skills clinics to the community.
Promote physical fitness to people of all ages in the community.
Plan, organize, develop and evaluate recreation and athletic programs.
Monitor and assess the safety conditions of the building and facilities used in the sports programs.
Recruit and train volunteers to be used as coaches, scorers and timekeepers, and security.
Supervise Community Center patrons (game room, teen room, classes, lobby).
Drive the recreation van on an as needed basis.
Input recreation data electronically as needed.
Assist supervisor with work plans and evaluations for part time staff.
Coordinate with other Recreation Department personnel to promote citywide recreation initiatives.
Provide quality customer service for the public at large.
Assist in hiring new personnel.
Interpret and enforce all rules, regulations and policies set forth by the City of Takoma Park and the Rec. Dept.
Resolve complaints from patrons.
Enhance building security with regularly scheduled patrols of the facility. Coordinate with game and teen room staff for proper coverage during patrols. Monitor the condition of the Community Center lobbies, hallways, classrooms, and front desk.
Greet visitors to the community center. Explain rules, activity registrations, and operations. Accept registrations for programs and rentals.
Develop a schedule for the building and staff to ensure proper coverage.
Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS:

*Associate's degree from an accredited college or university in Recreation, or a related field; and,
*One to two years of progressively responsible related experience; or,
*Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
*Excellent listening skills and the ability to think critically and sensitively are extremely important. Must have a high degree of initiative, and the ability to work productively in a dynamic environment.
*Ability to work evenings and Saturdays.

Licenses and Certifications:

Basic First Aid, CPR and AED (desirable).
Valid State Driver's License.
Bloodborne Pathogens

SELECTION PROCESS:

Phase 1: Review of applications and resumes to determine the extent and relevancy of experience and training as it pertains to the Recreation Program Coordinator class specification. Application evaluation may involve written tests and/or other appropriate screening tools.

Phase 2: Interview - Applicants will be interviewed by a team.

Phase 3: Employment Background Check - Employment background check will consist of reviewing past and current job performance; driving & criminal background check.

Applicant must score satisfactorily on all phases in order to qualify for the position.

CLOSING DATE:

Submit letter of interest, resume and application and any other relevant materials to the Human Resources Department. Applications can be downloaded at http://www.takomaparkmd.gov/hr/cityapp_amended.pdf

Takoma Park is an Equal Opportunity Employer.

City of Takoma Park Human Resources
7500 Maple Avenue, Takoma Park, MD 20912
301-891-7201