Revised: 7/27/2017

Recreation Coordinator

Branch: Recreation Team

Department: Spartanburg County Parks Department

Hours: 40; hours worked will depend on needs and may include early mornings or late nights.

Days Worked: Monday – Sunday; as needed

Position Type: Full-Time, Salaried, Exempt

Salary: Range 82; Minimum Starting Salary $________ per year

About the Parks Department

The Parks Department maintains, operates, and manages selected public parks and recreation facilities in Spartanburg County, including sports fields, picnic areas, playgrounds, recreation centers, trails/greenways, and blueways. The Department also provides a variety of recreation programs for Spartanburg citizens of all ages and abilities and promotes/supports sports tourism. The award-winning Department is dedicated to public safety and quality customer service, achieved through cooperation and teamwork. Parks Department employees are expected to report to work on time, ready to work and to complete assigned duties to the satisfaction of their supervisor and in compliance with County policies and Parks Department procedures. Department employees must also be flexible; employees typically have a primary work assignment, but may also be asked to work in secondary assignments to meet customer demands and take advantage of opportunities to provide new or enhanced recreation programs.

Brief Description of the Job:

As directed and in collaboration with other department personnel, develops and facilitates various recreation programs, directly or by utilizing recreation contractors and volunteers. Work is highly varied, in response to seasonal and customer demands, but will be assigned to work in one of the following focus areas: 50+ Wellness, Community Centers, Outdoor Recreation, or Youth Development; while assisting the Department in all areas as needed to include recreation-oriented special events and service projects.

Essential Functions:

Serves as point of contact between Parks Department and customer groups. Effectively communicates—both orally and in writing—with fellow employees, subordinates, community officials, partners, volunteer groups, program participants, and the general public. Resolves scheduling conflicts; facilitates problem-solving. May supervise other employees and/or volunteers. Collects statistical information and prepares reports, as directed. Assists with oversight of contracts and permits with customer groups, as assigned. Receives and accounts for program funds, as directed. Opens, inspects and closes facilities, as assigned;
supervises activities at facility while on duty. Assists with hiring, training, supervising, scheduling, and evaluating part-time personnel; assigns work as necessary.

Work is performed both inside and outside, depending on services provided and may take place in uncomfortable conditions such as extreme heat or cold, etc.

Work is performed under the general supervision of a Recreation Coordinator II, the Assistant Recreation Manager, or the Recreation Manager, depending on assignment. Must be able to understand and follow instructions - both oral and written - to work productively in a team environment and to skillfully use tools and equipment related to assignments, according to instructions.

Complies with County policies as well as Parks Department regulations and procedures. Promotes customer and visitor compliance with all rules, regulations, and safety practices; reports all accidents/injuries and ensures that victims receive proper care.

Focus Areas:
- 50+ Wellness – Develop and facilitate various programs for the 50+ Wellness Program.
- Community Centers – Responsible for scheduling, operation, and maintenance of community centers.
- Outdoor Recreation – Responsible for the management of the outdoor recreation center and instruction / facilitation of outdoor recreation programs such as hiking, kayaking, canoeing, and biking.
- Youth Development – Develop and facilitate various youth development programs to include after-school and summer camp.

Education and Experience:

The position requires possession of a bachelor’s degree in parks and recreation management, or similar degree program and two years of work experience in coordinating recreational or athletic activities. Also requires possession of or ability to obtain within six months, a Certified Parks and Recreation Professional certificate. Requires proficiency with Microsoft Office software applications.

Special Requirements:

The position requires possession of a valid driver’s license, with the ability to obtain a state of South Carolina driver’s license within 3 months of hire. Must possess or must be able to obtain certifications in American Red Cross CPR, First Aid, Bloodborne Pathogens, and other certifications, as directed, within 6 months of hire. The successful applicant must be able to successfully complete pre-employment screening processes, including passage of a drug screen and criminal background check.