



Recreation Program Coordinator

JOB SUMMARY:

The Recreation Department is currently seeking applications for a Recreation Program Coordinator. This position will be under the direction of the Parks & Recreation Director.

This position performs marketing, planning, registration, implementation, coordination, supervision of recreation programs, events and activities; coordinates and supervises the activities of seasonal and volunteer staff; prepares program budgets and monitors expenditures; administers the rental, scheduling, use of recreational facilities and coordinates maintenance requirements with the head of Park Services; and performs related work as required.

The primary duties include supervising the summer day camp seasonal staff, concession staff, football cheer volunteers, soccer program volunteers, third party instructors, and its participants. Also assist Park Services as directed to include grass cutting, athletic field preparation, trash removal, etc

Examples of duties: (Duties are illustrated and not inclusive)

- Answers park office phone to provide program information to the citizens of Elbert County. Takes messages as needed and forwards to appropriate staff person. All Elbert County Little League questions will be forwarded to the person specified by the ECLL Board of Directors or the Parks and Recreation Director in their absence.
- Handles walk in registrations, inputs any hardcopy registrations and payments into the Civic Rec registration system.
- Prepares daily cash/check deposits for Director of Recreation with the list of registrants to which those payments have been applied.
- Book any facility rentals, execute rental contract and collect payment, schedule supervisory coverage with part time employee and any maintenance/supply needs with head of Park Services.
- Supervises summer day camp seasonal staff, ensures first aid/CPR training complete and attends the GRPA sponsored Day Camp workshop with Camp Director, approved by Parks and Rec Director.
Provides all day camp supplies to Day Camp Director within budget provided by Parks and Rec Director. Assist Day Camp Director for all weeks of summer camp as needed. Reports any injuries, conflicts, bullying, complaints or concerns immediately to Parks and Recreation Director.
- Recruits and supervises youth cheer program volunteer coaches. Orders uniforms within the budget and distribute to participants. Communicates program requirements, NGYFA guidelines including Code of Conduct and schedules to parents of all participants.
- Hires, trains, and schedules seasonal concession staff for Fall Football/Soccer and Winter Basketball concessions with prior approval of Parks and Recreation Director. This staff will include a grill operator, cashier and a food prep person. Cleans concession equipment preseason, orders and stocks all supplies and goods as needed, provides credit card receipts or invoices and a daily cash deposit to Parks and Recreation Director.
- With the Director and Parks and Rec, serves as assistant director of Fall Soccer. Attends all organizational meetings, tryouts and drafts to assist in coordination of league

organization. Will also assist the Athletic Supervisor coordinate and develop the basketball program.

- Writes social media posts and provides pictures of their program areas to be edited and published by Parks and Rec Director on Facebook and The Elberton Star.
- Solicits third party individuals or groups year round that can provide recreational program opportunities to the citizens of Elbert County in partnership with ECPR.
- Attends all staff meetings.
- Works ECLL Opening Day, duties assigned by Parks and Rec Director
- Performs any other duties as assigned.

Required knowledge, skills, and abilities

- Knowledge of the principles, practices, and methods of recreation management.
- Skills in the use of common computer programs including Civic Rec, Microsoft Office, Excel, Publisher and athletic scheduling software.
- Skill in developing, planning, and overseeing recreational programs and events
- Ability to communicate and establish rapport, understanding and confidence with ECPR participants and the general public.
- Ability to exercise independent judgment in the application of program rules and procedures.
- Ability to understand, follow and complete oral and written directions.
- Ability to effectively communicate orally and in writing.
- Ability to work flexible hours including weekends based on department needs.

Minimum qualifications:

HS Degree required, college degree preferred

Licenses or certifications required:

Certified CPR and First Aid by June 2025

Completion of Day Camp Programmer program prior to June 2025

Completion of CYSA (Certified Youth Sports Administrator) in a timely manner

Environmental factors/physical requirements

Office environment primarily with extended periods and data entry.

Requires physical capacity to work extended periods of time with exposure to environmental situations and adverse weather conditions and lifting up to 40 lbs.