VALLEY CITY PARKS AND RECREATION DISTRICT

RECREATION SERVICES COORDINATOR

JOB & RESPONSIBILITY DESCRIPTION

CLASSIFICATION Full-time

REPORTS TO Facilities Manager

SUPERVISES Seasonal, part-time, and volunteer personnel as assigned

POSITION FOCUS Recreation programs, events, and golf services

POSITION SUMMARY

Under the general direction of the Facilities Manager, plans, coordinates, implements, and evaluates year-round recreation programs, community events, and partnership activities. Oversees the administrative and customer-service operations of the Bjornson Park Public Golf Course pro shop, including staffing, memberships, leagues, tournaments, inventory, and financial reporting. Provides daily direction to assigned staff and volunteers and exercises initiative and independent judgment within District policies and approved budgets.

ESSENTIAL DUTIES

(Illustrative only; duties may vary and related responsibilities may be assigned.)

RECREATION PROGRAMS AND SPECIAL EVENTS

- Plans, schedules, implements, leads, and evaluates recreation programs, special events, and community partnership activities.
- Coordinates communications, sites, supplies, staffing, setup, implementation, and follow-through.
- Works with instructors, contractors, performers, participants, volunteers, community organizations, and other District departments.
- Responds professionally to participant questions, concerns, complaints, and emergencies.

GOLF COURSE AND PRO SHOP OPERATIONS

- Oversees pro shop administration, customer service, tee-time reservations, green-fee collection, memberships, leagues, tournaments, outings, and special events.
- Administers the annual golf membership program, including recruitment, records, member service, and retention.
- Maintains the District-approved golf management and point-of-sale systems and related records.
- Manages authorized purchasing, inventory, merchandise display, and reconciliation in accordance with District procedures.
- Evaluates golf programs, driving-range operations, facilities, and services; recommends operational and capital improvements.
- Develops new outings, leagues, tournaments, and events through community, civic, private, and corporate relationships.
- Provides operational coverage or assistance for seasonal golf-course positions when reasonably necessary.

STAFF AND VOLUNTEER SUPERVISION

- Assists with recruiting, interviewing, selecting, orienting, scheduling, and training seasonal employees, instructors, contractors, and volunteers.
- Assigns daily work, provides instruction, reviews completed work, and supports compliance with District policies and procedures.
- Provides performance input and personnel recommendations to the Facilities Manager within delegated authority.
- Promotes a safe, respectful, accountable, and service-oriented work environment.

MARKETING, PUBLIC RELATIONS, AND COMMUNITY OUTREACH

- Collaborates with the Facilities Manager and Marketing Coordinator on annual marketing activities for recreation programs, events, memberships, and golf services.
- Promotes District offerings through approved publications, newsletters, flyers, posters, digital media, and community channels.
- Represents the District with civic, business, school, governmental, and community groups regarding programs, partnerships, permits, and rentals.
- Serves as a community liaison and presents program and facility information at meetings and public-speaking opportunities.

ESSENTIAL DUTIES CONTINUED

BUDGET, PURCHASING, AND RECORDKEEPING

- Prepares revenue and expenditure estimates for assigned areas and submits budget, equipment, maintenance, and capital recommendations.
- Purchases authorized supplies and services in accordance with approved budgets and District procedures.
- Maintains accurate financial information, participation data, monthly reports, forms, and other required records.
- Uses standard office, registration, point-of-sale, and communication technology.

GENERAL RESPONSIBILITIES

- Provides dependable customer service and communicates professionally with staff, participants, volunteers, partner agencies, and the public.
- Maintains effective working relationships with community organizations, businesses, schools, governmental agencies, employees, and the public.
- Attends relevant conferences, workshops, and meetings and performs other assigned duties.

QUALIFICATIONS

Knowledge: Knowledge of recreation programming and evaluation; special-event and tournament planning; municipal golf and pro shop operations; golf rules and etiquette, or the ability to learn them; customer service; public relations and marketing; inventory control; purchasing; budgeting; recordkeeping; staff and volunteer coordination; risk awareness; and general office technology.

Abilities: Ability to communicate effectively with people of all ages; work independently with accountability; organize multiple priorities; exercise sound judgment; solve problems; provide work direction; maintain accurate records; communicate clearly in writing and verbally; represent the District professionally; speak publicly; and work varied shifts as operations require.

EXPERIENCE AND TRAINING

Bachelor's degree in parks and recreation, sports management, business administration, hospitality, or a related field is preferred. Four years of progressively responsible experience in recreation programming, golf operations, event management, hospitality, or a related field may substitute for the preferred education. An equivalent combination of education, training, and experience will be considered.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed in offices, facilities, parks, golf-course, and event settings and may involve changing weather, mechanical equipment, dust, fumes, odors, and loud noise. Work hours vary and may include evenings, weekends, holidays, and shifts lasting 4 to 12 hours. The employee is frequently required to stand, walk, bend, kneel, stoop, reach, and move materials weighing up to 50 pounds during setup and teardown. The employee may work outdoors or remain standing or mobile for most of a shift. Hearing protection may occasionally be required.

Reasonable Accommodation: Individuals with disabilities may be able to perform the essential duties with reasonable accommodation. Requests will be evaluated individually based on the essential functions of the position and the needs of the District.

NECESSARY SPECIAL REQUIREMENTS

Possession of, or ability to obtain within a District-established period, current First Aid and CPR/AED certification. Possession of a valid driver's license and ability to meet the District's driving requirements.