



**MONTROSE RECREATION DISTRICT (MRD)**  
**Recreation Coordinator - Youth**  
**(Revised 3/12/21)**

**Wage Range \$22.17 - \$27.39**

***Benefits Include: Comprehensive health, dental, vision, and life insurance benefits. PERA employer and 401K contribution options. Paid time off (PTO) in addition to 10 paid holidays, and a family membership to the Community Recreation Center.***

**General Statement of Job Duties:** Responsible for planning, organizing, budgeting, coordinating, promoting, and implementing MRD's programs and activities. This includes youth sports, general interest, leisure activities, outdoor recreation, field trips, and special events, and may include in-house and contracted services, and community collaborations.

**Supervision Received:** Reports directly to the Recreation Manager.

**Supervision Exercised:** Directly supervises youth recreation part-time employees and volunteers. Directly supervises full and part-time leaders assigned to this division.

**Essential Job Duties:** The following are examples of primary duties assigned to this position. Other related duties may be assigned.

**Programming**

- Recruits, coordinates, leads, assigns, reviews, and supports part-time recreation staff, instructors, and volunteers including youth sports, leisure activities, outdoor recreation, field trips, and special events.
- Develops and manages contracted program services with external contractors.
- Plans organize, coordinates, promote, and implements recreation programs for persons 16 years of age and younger. Provides support for all MRD programming.
- Observes, monitors, and evaluates recreation programs and activities to assess the quality and gather input from patrons on present and future needs.
- Leads organizational program meetings with captains, participants, program supervisors, officials, and/or scorekeepers.
- Develops team rosters, practice, and game schedules.
- Develops and implements overall program philosophy, expectations, and priorities to participants, volunteers, and spectators.

**Administration**

- Attends, participates, and occasionally leads professional group and staff meetings.
- Identify local and national trends to aid in planning future recreational program needs.

- Leads and facilitates the development and implementation of goals, objectives, and strategies for recreational programs and activities.
- Participates in the development, administration, and submission of program budget for management approval.
- Forecasts funds needed for staffing, equipment, materials, and supplies.
- Monitors program revenues and expenditures, seeks alternative funding resources.
- Maintains and prepares current record reports identifying programs, participation, program budgets, issues, and highlights.
- Prepares program descriptions / information. Calculates program expenses and establishes registration fees.
- Markets and promotes activities using flyers, newsletters, social media, web, activity guides, and other mechanisms. Supports overall agency marketing efforts.

### **Facility Operations**

- Coordinates use of program spaces. Works with the custodial and maintenance departments to ensure that MRD facilities are properly prepared, cleaned, and maintained for the safe and effective operation of programs and activities.
- Coordinates repairs with the maintenance team and Facilities Manager. Makes recommendations for facility improvements.
- Provides information and assistance to users of all facilities.
- Monitors facility/equipment rental use and expenses and prepares/submit invoices for billing purposes.

### **Position Qualifications:**

- A Bachelor's degree from an accredited college or university with major course work in recreation, physical education, management, marketing, public administration.
  - A minimum of two (2) years supervising recreation programming programs.
- Or*
- A combination of education and experience demonstrates the knowledge, skills, and abilities to perform the duties of this position.

### **License and Certification:**

- A valid driver's license
- The possession of or ability to obtain CPR/AED and First Aid Certificate
- Certified Parks and Recreation Professional, preferred

### **Work Environment:**

- Office and field environment, indoor and outdoor recreation spaces, travel from site-to-site, and extensive public contact.
- Hours will include seasonal variations, regularly requiring evenings, weekends, and holidays.
- Required to utilize their vehicle, with mileage reimbursement provided by MRD.
- Required to have a cell phone with part of the monthly service cost covered by MRD.

### **Physical Condition:**

Primary functions may require maintaining the physical condition necessary for walking, standing, or sitting for prolonged periods. This position will require moderate lifting, and heavy lifting on occasion, and working in outdoor weather conditions.