



**CITY OF THE VILLAGE OF INDIAN HILL  
POSITION DESCRIPTION**

**TITLE:** Part-time Recreation Coordinator

**DEPARTMENT:** Administration

**SUPERVISOR:** City Manager

**FUNCTION:** Responsible for a variety of professional and administrative work in planning, developing, directing and implementing recreation programs; scheduling and maintaining accurate records for the Indian Hill Recreation Commission, including assisting in collection of fees and payments; responsible for recreation functions including the development and implementation of comprehensive planning, camps, and related contracts and community events or activities and for making efforts to ensure that all members of the community feel welcome and included in the programs provided; responds to complaints and resolve concerns.

**REPRESENTATIVE LIST OF RESPONSIBILITIES:**

- Assists with the communications and public relations functions as indicated by the Recreation Commission and when specifically related to programming and event functions.
- Represents the Recreation Commission through the scheduling and attendance of meetings; prepares meeting space as needed; represents absent program chairs to update the Recreation Commission of events and attends other league meetings; distributes meeting minutes.
- Prepares articles for the Indian Hill Bulletin pertaining to activities of the Recreation Commission.
- Answers and screens incoming telephone calls; directs calls as appropriate; provides routine information to customers and the general public regarding activities; prepares general correspondence and emails.
- Prepares and announces registration dates, event notices, volunteer opportunities and parent/coach notifications.
- Creates and maintains team and sport home pages and serves as liaison with vendors to keep various pages up-to-date; setup various online registrations and assign players to various sport teams.

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- Organizes and assists with drafts of players for placement on teams and assign within website.
- Schedules and maintains accurate records of background checks and concussion certification for coaches.
- Oversees the treasurer in collecting fees and ordering uniforms and equipment.
- Demonstrates accountability and responsibility for completion of work assignments; provides responsive and timely feedback.
- Organizes, distributes, collects, stores and maintains various sporting equipment.
- Coordinates with Public Works Department to maintain fields and equipment; advising on field needs; coordinates field, facilities and gymnasium set-ups as needed.
- Coordinates with Indian Hill School District to schedule use of facilities.
- Coordinates with Cincinnati Hills SAY Soccer (CHSS) for certification of referees; assigning games, training opportunities and monitoring field assignments for games.
- Meets with City Manager to provide monthly updates of the Recreation Commission and program activities.
- Coordinates City events such as the Easter Egg Hunt and July 4<sup>th</sup> parade, tennis camps, soccer camps, bi-annual appreciation lunch for Public Works/Water Works employees and annual coach appreciation dinner.

**SUPERVISION:** none

**CIVIL SERVICE STATUS:** Non-Exempt

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to demonstrate leadership, management and technical skills through effective collaboration, progressive decision making and personal accountability.
- Must be detailed-oriented.
- Ability to deal with stressful conditions in a calm and professional manner with effective conflict resolution skills.
- Ability to develop and maintain effective and efficient recordkeeping systems.
- Ability to communicate effectively and accurately, both orally and in writing.
- Strong public speaking skills.
- Must be familiar with the use of various types of recreational equipment.
- Must exhibit excellent interpersonal and human relationship skills.
- Ability to work flexible hours (to include nights and weekends).

**EQUIPMENT USED:**

Computer, calculator, typewriter, copy machine, printers, and other small office equipment and fitness and sports related equipment.

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**PHYSICAL REQUIREMENTS OR RESTRICTIONS FOR POSITION:**

Ability to enter data into computer and use general office equipment. Dexterity to load forms and paper in various printers and mailing machines. Must be able to use hands and feet; work may require extensive walking and standing on varying types of terrain and irregular surfaces. Must be able to lift 20+ pounds with ability to occasionally perform lifting/transporting of equipment and supplies.

**MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:**

High School diploma or equivalent. Experience in managing a recreation program highly preferred.

**LICENSES OR CERTIFICATIONS REQUIRED:**

Valid Ohio Driver's License

**The duties listed above are intended only as illustrations of the various types of activities, duties or responsibilities that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.**