



## **Parks and Recreation Coordinator**

Part-time position (20 hours +/- per week)

### **General Statement of Duties**

Provides direction, leadership, and oversight to the Town's cultural, recreational, athletic, and community health and fitness programs. This position provides administrative oversight and coordination of the Town cemeteries. This position is a part-time position with the potential to grow into a full-time position as the Town continues to grow.

### **Distinguishing Features of the Class**

An employee in this class performs a variety of administrative, supervisory, and professional duties in the management of the parks and recreation activities for the Town. Prepares long-range strategic plans for the department. Work requires extensive public contact advisory boards, committees, local officials, and the general public. Work is performed under the supervision of the Town Manager.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

- The employee plans, organizes, directs, coordinates, and evaluates recreation programming; manages the selection and evaluation of permanent and temporary staff for the department.
- Plans, directs and participates in recreational activities for all segments, groups, ages, and interest levels of the community.
- Expands parks and recreation program offerings, implements new programs and events.
- Coordinates with the Parks and Recreation Advisory Board and Town Manager on the establishment of new events and programs.
- Develops long range plans for parks and recreation programs and facilities to accommodate Town growth, strategic goals, and needs.
- Facilitates periodic updates to the Town's Parks and Recreation Master Plan.
- Coordinates the maintenance of various facilities, parks, fields, and parks and recreation structures with the Public Works Department.
- Works with the Parks and Recreation Advisory Board to establish recommendations for the acquisition, development and maintenance of park and playground areas and facilities to best serve the interests of the community.
- Maintains the Town's electronic information board sign with timely messaging about Town programs and events.
- Coordinates and oversees a variety of recreational sports programs and ensures programs provide meaningful outcomes and positive experiences for participants.



- Receives input from community groups, neighborhood groups and individuals regarding park and recreation needs, utilizes such input for overall planning, programming, program evaluation.
- Assists in preparing the Parks and Recreation budget and submits the recommended Budget to the Town Manager; coordinates and monitors the expenditure and receipt of parks and recreation funds.
- Builds relationships with other Parks and Recreation Departments and explores opportunities for partnership.
- Provides administrative oversight for the Town cemeteries and coordinates with the Public Works Director on cemetery related activities.
- Attends weekly staff meetings and attends monthly Board of Commissioner meetings as directed by the Town Manager.
- Maintains membership in the North Carolina Recreation and Park Association
- Works towards obtaining Parks and Recreation related certifications including the Certified Parks & Recreation Professional and Certified Park & Recreation Executive
- Coordinates with the Town Manager on Parks and Recreation Grant Opportunities and assists in the development of grant applications when assigned.
- Performs various event planning related tasks including recruiting vendors, securing performers, establishing event schedules, securing sponsorships, and ensuring the overall success of the event.
- Ensures that cemeteries are maintained in a safe, aesthetically pleasing manner
- Assists in coordination and communication with funeral homes, families, and other interested parties on cemetery related matters
- Assist in updating and maintaining the Parks and Recreation Facebook page and other Parks and Recreation social media accounts with timely and accurate information

### **Additional Job Duties**

Performs related duties as assigned by the Town Manager.

### **Recruitment and Selection Guidelines**

#### **Knowledge Skills and Abilities**

- Thorough knowledge of programs, laws, and processes required to operate a municipal parks and recreation program.
- Thorough knowledge of the principles and methods of recreation planning and development.
- Considerable knowledge of modern and effective supervisory principles and practices including communication, leadership, motivation, conflict resolution.
- Considerable knowledge of the organization's budgeting, purchasing and personnel policies and procedures and applicable personnel laws and regulations.
- Ability to develop and maintain effective relationships with Town staff and the community



- Ability to communicate effectively in oral and written forms.
- Ability to write policies, grants, and reports supporting the programs and activities of the department.
- Ability to demonstrate effective planning, punctuality and follow-through to ensure the success of Town programs and events

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, do extensive reading, drive a motor vehicle, and be able to inspect work of others.

### **Desirable Education and Experience**

Graduation from a high school or four-year college or university with a degree in parks and recreation, recreation resource management, or a related field, or an equivalent combination of education and experience.

### **Special Requirement**

Possession of a valid North Carolina driver's license.