



## City of Tahlequah, Oklahoma Job Description

**Job Title:** Recreation Coordinator  
**Department:** Recreation Department  
**Reports To:** Recreation Superintendent  
**Grade 6**

**Summary:** Under general supervision from the Recreation superintendent performs professional duties in planning, developing, coordinating, implementing, and supervising recreation programs for the community. Will manage and oversee the city pool, recreation sport leagues, and other community events as needed.

### **Essential Duties & Responsibilities include the following (Other duties may be assigned):**

- 1) Maintain close communications with Recreation Director.
- 2) Manage the city pool Tahlequatics; manage pool staff, create pool staff schedules, schedule and manage parties and events, ensure pool and grounds are maintained properly, manage the concession by ordering and tracking inventory, and handle day to day operating duties.
- 3) Coordinate and oversee Recreation Sport leagues, city golf course events, Norris Park and Pavilion events, Snowflake, and other community events as assigned.
- 4) Oversee construction projects of sports facilities and building construction.
- 5) Maintain inventory of supplies and equipment; distribute supplies and equipment; Assists with ordering supplies and equipment for recreation and athletic programs.
- 6) Schedule recreation facilities and supervise condition of Recreation facilities
- 7) Helps to plans, supervise, and manage the development of events in City Parks, facilities, and recreation areas.
- 8) Maintain proper care and set up of sport fields including baseball, softball, soccer, and football fields.
- 9) Help with department superintendent's responsibilities at the request, or absence, of the superintendent.
- 10) Help with budget preparation, implementation and control within the department.
- 11) Provide leadership and supervision to the department staff that report to this position.
- 12) Address employee concerns and resolve disputes.
- 13) Enforce rules and ordinances pertaining to the department.
- 14) Organize work load, assign duties, and evaluate progress for the recreation employees that are assigned.
- 15) Assists in coordinating the use of City facilities with the public schools, sports groups, and other community organizations.
- 16) Promotes interest in recreation programs.
- 17) Work to improve supervisory skills and general knowledge of employment issues.
- 18) Work to improve your skills and develop your abilities in your job.
- 19) Other tasks and duties may be assigned to the employee by the supervisor in charge and/or city administration that are not included in this job description and may or may not be in this department.

### **Supervisory Responsibilities:**

- 1) Supervises pool staff, community service workers, part-time, and temporary employees as needed, or assigned

**Qualifications:** to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Self-motivated to be able to work individually and cooperative enough to function as part of a team.
- 2) Good teaching and speaking skills.
- 3) The ability to remain calm and make rapid decisions in stressful situations.
- 4) Ability to establish effective working relationships with fellow employees, supervisors, other city employees and the general public.
- 5) Maintain socially accepted standards of speech and appearance while on duty.
- 6) Ability to develop and maintain departmental morale and teamwork by communicating goals, rules, and clear instructions to employees.
- 7) Ability and willingness to perform assigned work in a timely and efficient manner.
- 8) Must have a clear vision of the department's goals and how they mesh with the goals of the city and the ability to convey those goals to the departmental employees.
- 9) Possess leadership, supervisory, and administrative skills needed to optimize the performance of the department.
- 10) Ability to deal courteously with the public and successfully interact with other city departments and city administration.
- 11) Ability to plan and direct the work load and multi-task.
- 12) Knowledge of department equipment and maintenance required.
- 13) Construction Project Management for present and future sports facilities and building construction.

### **Education and/or Experience**

- 1) High School Diploma, or equivalent, is required. Some college hours would be preferred.
- 2) Skill in event planning, promotion, organization, and implementation
- 3) Sufficient experience in this department, or similar experience, to effectively help to supervise and administer the work of the department.
- 4) Any combination of education and experience that would qualify the individual to perform the essential duties and responsibilities of the job.
- 5) Construction project management experience preferred.

### **Language Skills**

- 1) Ability to communicate effectively with fellow employees, supervisors, and the public.
- 2) Assertiveness to clearly communicate departmental and city policies and rules, safety concerns, and instructions to employees.

### **Mathematical Skills**

- 1) Sufficient to perform the reports and record keeping required in the department.

**Reasoning Ability**

- 1) Recognize unsafe conditions and situations.
- 2) Recognizing and responding to the concerns and issues that affect departmental employees.
- 3) Must be able to understand both oral and written communications.
- 4) Must be able to interpret rules, policies, and procedures to employees.
- 5) Must be able to communicate effectively by radio and cell phone.

**Computer Skills**

- 1) Computer skills as needed for city and department record keeping.
- 2) Fluent in Microsoft Excel for the use of employee scheduling and managing workloads and events.

**Certificates, Licenses, Registrations**

- 1) Must possess a valid Oklahoma Class "D" Driver's License and maintain it throughout your employment.
- 2) Must become a Certified Pool Operator through the State of Oklahoma within the first 6 months of employment.
- 3) Red Cross Lifeguard Certification.
- 4) Current certification in CPR.

**Other Qualifications**

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

**Physical Demands:** the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) Climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking and hearing, are all demanded in the job.
- 2) The job is considered to vary from "Light" to "Heavy" work.

**Work Environment:** the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1) The worker will be subject to: both inside and outside environmental conditions, weather related extreme cold and heat, noise, fire related conditions and hazards, and atmospheric conditions.