

PARKS & RECREATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent in this position is responsible for assisting the Director of Parks, Recreation and Youth Services with the planning, organizing and coordinating of one or more segments of the Parks and Recreation programs, as well as supervising and training program personnel. The work also involves responsibility for promoting and publicizing Broome County Parks. Supervision will be exercised over lower level employees assigned to the recreation and youth services programs. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Parks, Recreation and Youth Services in recruiting, selecting, assigning, and training of recreational and parks personnel;

Maintains social media sites and the Broome County Parks website to keep them up to date on parks and recreation information;

Drafts press releases regarding parks and recreation activities and information;

Oversees the development of informational and promotional materials such as posters, brochures, marketing, and community outreach information;

Provides information on recreational services to public and assists with organizational planning;

Performs the duties and responsibilities of Assistant Park Manager as needed during the summer season;

Maintains records and makes reports;

Researches and applies for grant funding to support parks properties and activities;

Oversees off-season recreational activities including but not limited to triathlons, cross country skiing, snow mobile activities and the Crappie Derby;

Responsible for managing the reservations and fee collections for the park's athletic fields;

Coordinates staff training for first aid, CPR, Automated External Defibrillator, EPI pen, etc.

Has responsibility for acting as the main department contact for the Reserve America program;

Assists with various office tasks including those associated with field reservations, special events, annual reports, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation theory and practices;

Good knowledge of first aid techniques;

Working knowledge of planning, acquiring and equipping recreation programs;

Ability to research grant opportunities and write grant proposals and applications;
Ability to promote, plan and organize events and activities;
Ability to prepare a variety of reports;
Ability to work with groups of people of all ages;
Ability to speak before a group;
Ability to communicate effectively both orally and in writing;
Skill in planning and directing the work of others;
Ability to establish and maintain effective working relationships;
Ability and willingness to work some weekends and holidays;
Sound judgment;
Dependability;
Initiative;
Imagination;
Courtesy;
Tact.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher in Park and/or Recreation Management or closely related field and two years' experience in planning and implementing a recreation/parks program; or
- B) Graduation from high school or possession of an equivalency diploma and four years' experience in planning and implementing a recreation/parks program; or
- C) An equivalent combination of training and experience as indicated in A) and B) above.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.
- 2) Certification in the following within the probationary period:
 - American Red Cross Standard First Aid or equivalent AND
 - American Red Cross CPR for Professional Rescuer or equivalent AND
 - Automated External Defibrillator
 - EPI pen training