

Job Title: City of Southgate Recreation Program Coordinator

Type: Full Time

Salary: \$38,625.00 with benefits

Objective: Under general supervision from the Southgate Recreation Director perform professional duties in planning, developing, coordinating, implementing, and supervising recreation and athletic programs while also assisting the daily operations of the Southgate Parks & Recreation Department that includes various recreation facilities throughout the city.

Examples of Duties:

- Plan, organize, and implement recreation programs by overseeing a variety of sports and recreation programs, ordering supplies and managing registrations.
- Work independently and be responsible for overseeing programs at designated locations such as parks, school facilities, baseball/softball fields and other public facilities. May include the setting up and take down at facilities for special events, including weekends, holidays and evenings.
- Responsible for Parks & Recreation Department's Social Media posts and helping maintain the City's and Recreation Department's websites.
- Prioritize job tasks and complete them within specified time frames meeting deadlines.
- Prepare written documents, reports, schedules, calendars, program roster, etc.
- Maintain supplies, equipment and materials in support of athletic and recreation programs.
- Book facility rentals; attend to facility user needs, including permits and equipment, print weekly event schedules and ensure that all set-ups are done.
- Develop, prepare and organize plans and schedules for all programs and activities.
- Enforce policies, procedures and rules for staff, instructors, volunteers and contracted facility renters as well as enforcement of safety and operating procedures for maintenance needs including compliance with health and safety codes and building codes.
- Coordinate volunteer requests from the community, recruit, train and supervise volunteer coaches and staff.
- Assist with public relations duties such as preparing and distributing flyers and brochures.
- May coordinate and supervise staff on week nights, weekends and holidays.
- Communicate and work with individuals, community groups, and committees to stimulate interest and develop recreation program support, including fundraising.
- Perform other such duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of recreation activities/sports for children, adolescents, adults and senior citizens.
- Skill in the use of common computer programs and office machines, including Microsoft Office, Publisher, Power Point, Excel, athletic scheduling software, all social media platforms and publishing programs.
- Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills.
- Ability to communicate and establish rapport, understanding and confidence with the participants and the general public.
- Ability to exercise independent judgement in the application of program rules and procedures.
- Ability to understand, follow and complete oral and written directions.
- Ability to effectively communicate orally and in writing.
- Ability to work flexible hours including evenings, weekends and holidays.

Licenses or Certifications Required:

- Must possess a valid Michigan Driver's License and satisfactory driving record.

Environmental Factors/Physical Requirements:

- Work is primarily performed in an office environment and may be subject to extended periods of concentration and repetitive motion such as typing and data entry.
- Work involves operation of computer equipment for extended periods
- Work requires physical capacity of working for extended periods of time with exposure to diverse environmental situations and adverse weather conditions.
- Work requires physical capacity of light to moderate lifting (up to 40 pounds).

Education and Experience:

Bachelor's degree in recreation administration, physical education or a closely related field with experience in dealing with the public daily or any equivalent combination of education or experience.

Interested parties please send Resume and References to Julie Goddard, Parks & Recreation Director at jgoddard@southgatemi.gov by August 31st, 2022.