

## CITY OF CORAL SPRINGS Classification Description

---

**CLASSIFICATION TITLE:** Parks and Recreation Coordinator  
**FUNCTIONAL AREA:** Parks and Recreation Department

---

### **WORK OBJECTIVE:**

Under general direction, the purpose of the position is to develop, organize, supervise and lead community recreation activities, athletics programs and/or facilities activities and beautification. Employees in this classification perform at the professional staff level and are responsible for organizing a safe recreational environment for community programs, youth activities and special events provided by the City. Employee works with independence and initiative within established policies and procedures.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs, leads and schedules assigned departmental personnel; conducts in-service training and orientation for staff.
- Supervises assigned facilities and staff, and ensures the safety and cleanliness of recreational equipment and materials are maintained.
- Supervises the preparation, scheduling and supervision of various projects, programs, activities and leagues to ensure the safety, general welfare and enjoyment of the general public.
- Assists in the development, planning, organization, implementation and supervision of various community activities, athletics programs and special events.
- Surveys and evaluates existing facilities, programs and leagues for quality, successful community interest and program growth.
- Maintains and procures inventory and supplies for parks and recreation facilities, activities and programs.
- Performs routine administrative and accounting duties, e.g., reviews program statistical data, generates and submits reports and documentation; maintains accounts, verifies receipts and budgetary expenditures.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

High school diploma or GED; supplemented by three (3) to four (4) years responsible experience in an organized recreation program with knowledge of various public recreation programs and activities; or an equivalent combination of training and education. Some positions within this classification may require the possession and maintenance of various safety and life saving certifications.

## **Parks and Recreation Coordinator**

### **Knowledge, Skills, & Abilities –**

Ability to understand, follow and lead written and oral instructions.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with departmental personnel, supervisors and the general public.

Ability to effectively supervise a staff comprised of volunteers and entry level staff engaged in providing safe and enjoyable recreational activities.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires intermittent lifting, carrying, pushing, and/or pulling of heavier objects (100+ pounds).

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks include working around moving parts, light to moderate weight equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.