

ACTIVITIES COORDINATOR

Position Code: 1710

WC Code: 9102

FLSA Status: Non-Exempt

Pay Grade: 344 (\$28,178 - \$44,069)

Location: Recreation

Approval Date: 2010

General Statement of Duties

This position is responsible for planning, implementing, and directing recreation programs for youth and senior citizens.

Distinguishing Features of the Class

Under limited supervision, performs professional work managing a variety of recreational fitness and leisure events for adults 55 years of age, youth, and persons with physical and mental disabilities. Work involves planning, developing, implementing, and supervising daytrips, overnight trips, fitness program, Senior Games for people 55 years of age and older; recruiting and training staff, contractors, and volunteers. Employee is responsible for overseeing promotion of recreational activities and registering participants, collecting fees and ordering supplies. Employee must exercise initiative and independent judgment in properly coordinating recreational programs. Employee must also exercise tact and courtesy in frequent contact with program participants.

Duties and Responsibilities

Plan, organize and oversee programs for senior citizens, including but not limited to: field trips, social dances, fitness, etc. This includes securing locations, transportation, instructors and/or entertainment, taking registration, purchasing supplies, and coordinating schedules, etc.

Plan, develop and supervise North Carolina Senior Games and Silver Arts in the Mooresville-South Iredell area.

Secure and work with sponsors in the planning and implementation of senior programs.

Evaluate effectiveness of all senior programs and recommends changes as appropriate.

Implements new programs that keep up with the ever-changing trends of the aging population.

Consult with representatives from schools, churches, group homes, and other agencies/resources in the community who service senior citizens, youth or special population groups.

Coordinate with the Mooresville-South Iredell Chamber of Commerce, The Mooresville Downtown Commission, Mooresville Artist Guild, Council on Aging, the Mayor's Youth Council and other area organization to develop, implement, and/or participate in joint activities, programs, and/or special events.

Serve as liaison between the department and other area organization, clubs, and groups.

Perform general office duties (i.e. answer phones, register participants, file reports or documents, etc) at any of the Recreation Department Facilities as needed.

Secure and give information via telephone or personal contact; receive and greet visitors and provide information concerning visitor's needs.

Perform other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Some knowledge of philosophy and objectives of public recreation programs.

Some knowledge of principles and methods of the management and operation of recreation facilities and/or divisions.

Some knowledge of methods and practices in developing, planning, and evaluating public recreation program.

Some knowledge of Mature Adult recreation needs.

Ability to develop, plan, organize, and supervise recreation programs for Mature Adults and youth.

Ability to recruit and train subordinate personnel.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with employees, superiors, various community groups, and the general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or 10 pounds of force frequently; and/or a negligible amount of force to move objects constantly.

Must possess the visual acuity to prepare and analyze data, extensive reading, visual inspections to determine accuracy, neatness and thoroughness of work assigned.

Minimum Education and Experience

Bachelor's Degree from an accredited college or university in business or recreation administration and one to three years of related experience; or an equivalent combination of education and experience.

Special Requirement

Possession of NC Drivers license.