

**CITY OF LATHRUP VILLAGE  
JOB DESCRIPTION**

**PARKS AND RECREATION COORDINATOR**

**Supervised by:** City Administrator  
**Supervises:** Volunteers, interns, vendors, contractors, and others assigned to assist with parks and recreation

**Position Summary:** This is a management level position that is responsible for planning, administering, coordinating and delivering all recreation and wellness and to the residents of Lathrup Village, along with the overall daily operations and management of City parks and recreation facility, including the Community Room that is available for rental for residents and non-residents.

This position involves managing employees, volunteers, vendors/contractors, parks and recreation facility operations, and programs for residents of all ages, including recreational and travel.

The incumbent develops short- and long-range goals along with establishing and implementing policies and procedures pertaining to the effective and efficient operation of City parks, the recreation facility, and programs. Monitors progress and performance of support staff that are assigned to assist with Recreation Activities and related functions. Supervises Fitness Center Contractors and Programming.

Under the general supervision of the City Administrator, provides oversight and planning of recreation activities, community events and park improvements. Existing parks include: Annie Lathrup Park; Goldengate Park; Lathrup Village Municipal Park; and Sarrackwood Park. There may be future plans for additional neighborhood, pocket or dog parks.

**ESSENTIAL DUTIES AND JOB FUNCTIONS:**

1. Creates innovative and highly diversified youth, adult, family and senior programs and events for City of Lathrup Village residents and Recreation Department.
2. Plans, supervises, monitors and coordinates revenue producing recreation programs, activities, and/or special events.
3. Provide oversight and planning of community events.
4. Provide oversight and planning of senior activities
5. Provide oversight and scheduling of various classes. Work with instructors to establish schedules and coordinate payments.
6. Provide annual budgetary information as required. This also includes regular monitoring of areas that are relevant to the parks and recreation area of the budget and associated with the Community Room.

7. Records financial activities and maintains records related to program expenditures, revenues and deliverables.
8. Obtain and maintain ServSafe® Food Protection Manager Certification within six (6) months of employment.
9. Oversight of kitchen maintenance and use.
10. Work with caterer to coordinate events. Responsible for billing and paying caterer.
11. Oversight of Community Group Registration/Coordination.
12. Provides oversight of the marketing and promotion of the Community Room. This includes providing information and tours of the Community Room.
13. Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and use of the Community Room.
14. Promotes City recreation and cultural programs in the community and/or a facility;
15. Prepares various marketing and communication materials for the Parks and Recreation programs/events. Develops press releases, acts as emcee for events, and prepares presentations. Coordinates, designs, and edits the newsletter, website, social media, and other community publications.
16. Serve as Lathrup Village Field Zone Representative.
17. Serve as Smart Credits Coordinator
18. Assists City Clerk with Community Development Block Grant (CDBG) program.
19. Develops program for seniors, often in partnership with AARP and other organizations.
20. Plans and coordinates Summer Concert Series, in partnership with sponsors and Lathrup Village Community Foundation.
21. Performs outreach to obtain program/activity sponsorships.
22. Fundraising through writing sponsorship grants and soliciting in-kind donations.
23. Orders and accounts for the use of program supplies and equipment;
24. Performs parks and recreation administrative support and customer service activities;
25. Maintains and keeps track of Calendar for building and facilities use.
26. Help in office and front desk during busy times (tax time and during vacations).
27. Look for ways to expand and enhance Recreation Programs.

28. Oversight of City Parks. This includes regular inspection of parks, track and report conditions requiring attention and reviewing potential updates
29. Oversight of Fitness Center including Staff.
30. Coordinate and provide staff support for the Recreation Commission. This includes updating the Recreation Master Plan every five years. Next update in 2019.
31. Acts as liaison to various community groups.
32. Attendance at internal and external meetings as required.
33. Perform other work as required.

### **REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Michigan Driver's License.
  
- Graduation from an accredited college or university with a Bachelor Degree in Sports Management, Parks and Recreation, Leisure Services, Public Administration, or related field is preferred. An Associate's Degree or equivalent in recreation planning or related field may be considered.
  
- AND Two years of diversified, management experience and responsibility in the field of sports management, recreational services or cultural activities.
  
- OR an equivalent combination of education, training, and experience;
  
- Knowledge of parks and recreation services, special event planning, activities and programming, neighborhood parks, community centers, and marketing.
  
- Knowledge of parks and center operations.
  
- Knowledge of building and grounds maintenance practices.
  
- Ability to develop recreation programs and activities that reflect the citizen's needs and concerns.
  
- Ability to provide and manage year-round City parks and recreational center programming.
  
- Thorough knowledge of recreation programs, procedures and methods.
  
- General knowledge of municipal operations and procedures to effectively direct and assist the public.

- Skill in establishing and managing record keeping systems, assessing and compiling information and data, and in preparing accurate reports.
- Skill in the operation of office equipment including postage meter, facsimile, copier, computers and related software.
- Ability to establish effective working relations and use good judgment, initiative and resourcefulness when dealing with employees, other administrators, City officials, vendors and the general public.
- Ability to work independently and demonstrate sound judgment.
- Ability to establish operational standards and apply them in a comprehensive leisure services program.
- Ability to meet and deal tactfully and effectively with the public.
- Ability to effectively manage, schedule, and supervise employees and contractual staff.
- Ability to express oneself effectively and clearly in written and verbal form.
- Ability to work weekends, evenings, and holidays as required.
- Ability to be on-call and respond accordingly whether scheduled or in an emergency.
- Ability to carry out complex oral and written directions.
- Attends staff meetings, conferences, workshops, seminars and reads job-related publications to maintain professional competency.
- Ability to enter data and type with speed and accuracy.
- CPR and First Aid certification within six months of date of employment.

## **Physical Requirements and Work Environment:**

*The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.*

An employee in this position regularly works in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone, email or in person, and move around the office or travel to other locations. The noise level in the work environment is usually quiet.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City and work outside the office at field sites to inspect various properties and other works in progress. This may require the employee to traverse uneven ground, stand, walk, stoop, kneel, crouch, or crawl, and encounter fumes, dust, chemicals or other hazardous materials and equipment. The employee is occasionally exposed to adverse weather conditions, loud noises, or moving mechanical parts. The noise level in the work environment is usually quiet, and may be loud in field situations.

The City of Lathrup Village provides is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

## **Selection Guidelines**

- Completed and signed City of Lathrup Village Application Form (cover letters and resumes may be included with the application)
- Rating of Education and Experience
- Oral Interview
- Reference Check
- Job Related Tests May Be Required

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

The Parks and Recreation Coordinator is an employee of the City of Lathrup Village, appointed by the City Administrator. The appointee is responsible to the City Administer. The person holding the position is also subject to the rules, policies, and contracts with the City of Lathrup Village that effect all administrative employees.