



Job Title Recreation Coordinator
Reports To Communications and Events Manager
Positions Supervised

Education and Experience - An equivalent combination of education, training, and experience will be considered.

Education Bachelor's degree in Recreation, Leisure Services, Facility Management, Public Administration, or related field
Experience 3-5 years of previous relevant work experience is required.
Certifications CPR/AED, First Aid certification, Food Manager Certification, Certified Park and Recreation Professional (CPRP), or the ability to obtain within one year.
Licensing Driver's License

RECREATION COORDINATOR's role within the big picture of the City's overall success.

Responsible for planning, organizing, and supervising a wide range of recreational programs, events, leagues, and community activities designed to enhance the quality of life for residents. In addition to coordinating program development and implementation, while ensuring that programs operate safely, efficiently, and in alignment with the City's goals and policies, and managing facility and field usage.

RECREATION COORDINATOR functions include, but are not limited to, the following.

- **Administration and Support:**
 - Assists with the development, implementation, and supervision of the day-to-day operation of the City's recreation program.
 - Purchases supplies for assigned programs and facilities as needed.
 - Submits request for needed maintenance and repairs to Public Works.
- **Financial Management:**
 - Provide support in budget preparation and manage expenses to ensure events are executed within budget.
 - Assists with securing funding and resources for programs and events through community partnerships and sponsorships.
 - Manage invoices and process payments for the department.
 - Monitors the use of supplies within the facilities to ensure proper usage.
- **Collaboration with Business Associations:**
 - Establish and nurture relationships with state, county agencies and other local partners (MNCPPC) to foster collaboration and support.
- **Licensing and Permitting Assistance:**
 - Review applications to ensure compliance with proper insurance and licensing.
 - Assist users and organizations in navigating and obtaining required licensing and permits. requirements.
 - Forward completed permit applications for final approval and issue permits.
 - Oversee and monitor food service during events, ensuring compliance with all health and food regulations.



- **Community Liaison:**
 - Serves as a liaison to the Community associations, civic groups, and coordinates and supports activities, events, and meetings.
- **Program Development and Coordination:**
 - Plans, implements, and organizes a variety of programs, facilities, and services associated with recreation activities and classes, community events, and leagues.
 - Coordinates the development of and participation in leagues, tournaments, and other sports and recreation events, including community-developed programs.
 - Secure and schedule athletic fields, parks, and any/all locations needed for recreation programming and events.
 - Ensure that coaches and/or referees are available for social sport leagues and events as needed.
- **Stakeholder Communication:**
 - Communicate effectively with stakeholders, including clients, vendors, and event attendees.
 - Respond to inquiries and provide regular updates on event progress.
- **Supervision, and Monitoring:**
 - Supervises and trains volunteers/contractors/ staff for recreation programs and equipment usage.
 - Monitor compliance with all required insurance and permits for social sports leagues' activities and events.
- **Adaptability and Time Management:**
 - Meet deadlines, prioritize tasks, and adapt quickly to changing needs due to varying environments/situations.
 - May serve as a backup for the event staff at events and activities.
- **Event Set-Up and Take-Down:**
 - Provide support for the set-up and take-down of equipment for events and direct others involved in these tasks.
- **Reporting and Documentation:**
 - Research and prepare various reports, communications, and special projects related to recreation programs and facilities.
- **Collaboration and Organization:**
 - Schedules staff, facilities, and equipment needed for each rental.
 - Collaborate with the Department of Public Works to ensure facilities are serviced before use and that all requested equipment is in place and ready for use in accordance with the rental agreement.
 - Coordinate with Contract Police Officers to ensure adequate use of City Facilities, safety, and compliance with established laws and regulations.
- **Additional Duties:**
 - Plan and coordinate activities at the Club House for City residents.
 - Provides support to the manager during discussions, meetings, and presentations that relate to recreation activities.



«TITLE»

Effective Date: July 1, 2026

FLSA Status: Non-Exempt

Grade: «Grade»

- Oversee the general use and maintenance schedule of city fields and recreation facilities.
- Maintain and coordinate the recreational facilities rental calendar.
- Maintain and update the department’s recreation website.
- May require working nights, weekends, and some holidays.
- Contribute to the team effort by performing other related duties as assigned.

Success Framework. The following list of knowledge, skills, and abilities have been identified by our team as building blocks towards efficiency and effectiveness in this role.

- Event Planning: Understanding of event planning principles, including logistics, budgeting, and execution of various events.
- Volunteer Coordination: Knowledge of volunteer recruitment, training, scheduling, and program development to effectively manage a volunteer program.
- Stakeholder Communication: Understanding effective communication with diverse stakeholders, including clients, attendees, and community members.
- Financial Management: Knowledge of budgeting, expense management, and financial practices related to event planning.
- Community Outreach: Understanding strategies for developing and executing community outreach initiatives to enhance volunteer recruitment and event participation.
- Organizational Skills: Strong organizational skills to coordinate multiple tasks, set priorities, and meet deadlines.
- Communication Skills: Excellent interpersonal and communication skills for effective collaboration with diverse stakeholders.
- Adaptability: Ability to adapt quickly to changing needs, environments, and situations, especially during events and peak work volumes.
- Logistics Coordination: Skill in coordinating logistics for events, equipment rental, and troubleshooting.
- Technical Proficiency: Proficient in Microsoft Office Suite, social media platforms, and event planning software.
- Time Management: Ability to meet deadlines, prioritize tasks, and efficiently manage time, ensuring the successful execution of events.
- Problem-Solving: Strong problem-solving abilities to address issues that may arise during events and find effective solutions.
- Leadership: Ability to lead and guide volunteers and teams involved in event planning and execution.
- Flexibility: Ability to work some evenings, holidays, and weekends, demonstrating flexibility in response to event schedules.
- Collaboration: Ability to collaborate with other team members, serving as a backup when needed.



Equipment and Tools commonly associated with the performance of the functions of this job.

- Computers, Laptops, Smart Devices, Microsoft Office Suite, Various internet-based software programs, Printer/ Copiers, Shredder, Postal machine.

Work Environment or atmospheric conditions commonly associated with the performance of the functions of this job.

- May occasionally be exposed to uncomfortable temperatures, humidity, noise, chemicals/gases, contagious diseases, airborne particles/pathogens, and/or physical trauma.

*** Physical Abilities.** The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work requires the ability to sit, stand, walk for extended periods of time.
- Work requires the ability to complete repetitive wrist, hand, and/or fine motor movement.
- Work requires the ability to grasp, pull, push, and reach.
- Work requires the ability to talk, hear, listen, and comprehend.
- Work requires the ability to drive and/or operate mechanical equipment.
- Work requires visual acuity of 20 feet or more, visual acuity of 20 inches or less, three dimensional vision, precise hand/eye coordination, the ability to identify and distinguish colors
- Must be able to lift up to 20 pounds.

*The City of College Park, MD, offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance to accommodate a disability, you may request accommodation at any time.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws, and employees may be required to comply with the changes.