

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE:	Community Center Coordinator II	SALARY GRADE: 11
DEPARTMENT:	Recreation	FLSA STATUS: NE
REPORTS TO:	Community Center Supervisor & Recreation Program Supervisor	DATE: 11/2022

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Manages reservations and permits for user groups; directly oversees all aspects of part-time facility, program and seasonal staff; develops, implements and supervises recreation programs, special events and camp conducted at the City's Historic Community Center. Work is performed under the limited supervision of Community Center Supervisor and Recreation Program Supervisor.

ESSENTIAL JOB FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Facility Operations:

Processes permits for paying and non-paying groups and other renters at the Community Center including receiving and processing applications, entering in database, sending out renewal notices and maintaining communication with groups/renters.

Operates the facility, opens and closes the facility, safeguards cash and valuables and requisitions supplies. Manages part-time facility staff in accordance with policies, procedures and applicable laws, including interviewing, hiring, scheduling, training staff; planning, assigning and directing work; establishing deadlines, appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; addressing complaints and resolving problems; and preparing bi-weekly payroll for part-time employees.

Greets visitors to the Community Center, explains rules, activity registrations and operations and enforces rules and regulations, handles complaints and inquiries.

Serves as a community liaison and customer service representative to citizens and guests of the facility, including department liaison to community groups as assigned.

Assists in facility maintenance, building supervision and record keeping for the Community Center reporting of safety hazards, and diagnosing problems.

Programming:

Coordinates/supervises Kinder Camp (pre-school) including determining staff salaries and monitoring expenses; recruiting/training Camp staff; processing paperwork; ordering supplies; tracking participant enrollment; bi-weekly payroll; and developing/monitoring budget.

Plans, organizes and implements special events as assigned, including event planning and promotion; contracting services/performances; acquisition of supplies and services in accordance with city purchasing and personnel procedures; staff training, scheduling and supervision; serving as event mc; event evaluation.

Plans/organizes/implements programs for adults and children including recruiting/hiring instructors for recreation classes; scheduling health/fitness classes; coordinating class schedules with other staff; preparing class descriptions, updating seasonal brochure; reviewing budget expenditures/requesting revisions; revising programs to stay in budget.

Administrative:

Assists in the preparation of public information material, flyers, signs, exhibits, news releases, ads, brochures, web content.

Purchases and maintains inventory of necessary supplies and equipment including researching prices and vendors, and purchasing, distributing, stocking and maintaining supplies.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Community Center Coordinator II:

Bachelor's Degree from an accredited four-year college or university in Recreation, or a related field; and additional post graduate education or training equivalent to 60 class hours; and three years of progressively responsible experience or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

CPR / AED Certified

Certified Park and Recreation Professional (CPRP) Preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

The community center programming administered by the City.

The methods, techniques and equipment involved in organizing, conducting, operating and supervising the city's community center programs and services.

The philosophy and objectives of municipal recreation.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Budget development and management.

Recruitment, supervision and training of professional staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, guests, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

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Ability to lead and supervise others.

Ability to work without close supervision.

Ability to establish and maintain effective working relationships with a variety of people.

This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity. This is light work requiring the exertion of up to 10 pounds of force.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

NOTE: This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.