

# **WEST JAY COMMUNITY CENTER**

## **RECREATION PROGRAMS COORDINATOR**

Position Description - Revised 05/18/2022

Date Prepared    Position Date    Approval by WJCC President

- I) **Purpose:** To coordinate with the West Jay Community Administrator in carrying out the policies, procedures, programs and services. This position will be primarily responsible for a variety of athletic programs, especially youth, and working with the community volunteers. Coordinator will take operational directions from and report to the Vice President on matters of policy. Although not required, it is preferred that position holder live in West Jay County. Coordinator will also work with the Administrator in carrying out administrative duties pertaining to the gymnasium's programming.
- II) **Major Duties/Responsibilities:** This position will be required to coordinate a variety of athletic programs as well as other activities supported by the citizens of West Jay County, and made available for their use. The duties and responsibilities will include, but not limited to the following:
- 1) **Administrative Duties:** Coordinator will collect fees for recreational programs and recreational rentals. Position will also be responsible for all concession activities including the tracking, stocking and ordering of supplies, plus the scheduling of concession volunteers.
  - 2) **Coordination of Activities and Athletic Programs:** Coordinator will develop youth athletic programs, solicit for participants, establish fees, rates, memberships, and procure sports equipment and supplies. Position will also coordinate with city park board on facility recreational programs, activities and problems. In addition, the coordinator will be responsible for developing schedules to maximize use of the gymnasium.
  - 3) **Marketing and Promotion of Athletic Programming:** In conjunction with the Center's administrator, individual will be responsible for assisting and carrying out a marketing plan and promotion of youth athletic programs and related activities. This requires working with the West Jay and surrounding area schools, service organizations, and the communities in the area.
  - 4) **Development and Coordination of Volunteers:** Coordinator will be responsible for the screening, selection and development of volunteers. This includes conducting risk assessments of volunteers to assure that participants are being supervised by competent individuals, as well as training volunteers to perform their duties appropriately.

- 5) **Coordination with Administrator:** Coordinator will also work with the Administrator in budget planning and execution, ensuring that each sports and/or each activity is separately planned and tracked.
- 6) **Rules and Procedures:** Coordinator will be responsible for developing both facility and sports safety rules and procedures. A coaches meeting should be held before the start of each program. This includes training volunteers, participants, and others using the facility. Emphasis will be placed on prevention of accidents and monitoring/correcting unsafe behaviors. Fitness equipment will also be monitored for serviceability and repairs/replacements made promptly. Facility will be monitored for unsafe conditions on a regular basis and corrected.
- 7) **Security and Maintenance:** In addition, the coordinator will develop procedures for the security and maintenance of the gymnasium. This means ensuring that users follow lock-up procedures, that facility is monitored for cleanliness and inspected periodically, and to ensure that building and utilities are functioning properly. Duties and direction of the janitor for the recreational end of the facility will be the coordinator's responsibility.
- 8) **Cooperation and Back-up:** The Coordinator and Administrator will work together to provide back-up for each other in case of emergencies and other situations. The coordinator will work with West Jay Board members to provide coverage in case of emergencies.
- 9) Will provide a minimum of two hours each week in Athletic Office.

### III

**Qualifications:** Coordinator should have effective interaction skills for both individual and group situations, as well as effective oral and written communications skills. Individual must be able to develop rapport with facility users to encourage an exchange of information. A background working with youth and athletic groups would be helpful. Should also be able to plan activities, keep records, and control budgets. Coordinator should also be willing to work evenings and weekends.

### IV

**Experience:** Position requires an individual with a willingness to work, flexible to schedules, and in making adjustments to work requirements. Successful life and work experiences are essential. Prior experience working with youth or athletic groups is a plus, but not required.

### V

**Education:** High school graduate or higher.

## West Jay Community Center

Applicant Information			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	Zip	
Phone	E-mail		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you legally eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever worked for this company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.			

Education			
High School		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree

Employment History			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			

## West Jay Community Center

References	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	

Disclaimer and Signature	
<p>I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.</p> <p>I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.</p> <p>In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.</p> <p>I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.</p>	
Signature	Date