

# CITY OF BONDURANT

## JOB DESCRIPTION

Name \_\_\_\_\_ Department: Parks  
Title: Full Time Recreation Coordinator FLSA: Non-Exempt  
Date: December 1, 2011 Reports to: City Administrator

### **PURPOSE OF POSITION / SUMMARY**

Under general to direct supervision, this position plans and organizes recreation programs for youth and adults. This includes scheduling events at City park facilities. This work does not include scheduling or work for youth baseball or soccer programs. This full time position is compensated on an hourly basis.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Example of Essential Duties and Responsibilities:

1. Solicit information and communicate with community organizations on the type of youth and adult recreation activities they would like to see.
2. Advocate for recreation program funding.
3. Seek out non-City funding opportunities for recreation activities.
4. Organize and conduct at least one youth and one adult recreation activity during each Spring, Summer, Fall and Winter season.
5. Organize and conduct a multiple week youth summer recreation program.
6. Collect recreation program revenues and remit these to the City Administrative Assistant.
7. Organize and conduct all volunteer participation in City recreation programs.
8. Seek out and supervise any officials or referees needed for competitive recreation activities.
9. Organize, promote and conduct a Christmas decorating activity in Bondurant.
10. Organize, promote and conduct a bus tour of Christmas decorations in the Ankeny, Altoona, Bondurant and Pleasant Hill areas.
11. Organize, promote and conduct a Winter Carnival type event to be held in early to mid February each year.
12. Look into non-sports activities for youth, such as events at the Civic Center, Science Center of Iowa or other locations.
13. Consider organizing community service activities such as assisting elderly and handicapped residents or providing services to residents at Courtyard Estates.
14. Consider participation in activities sponsored by other organizations such as the Polk County Conservation Department.
15. Develop, maintain and distribute a master calendar of all recreation activities conducted by community groups in Bondurant including the Mother's Club, Men's Club, Lion's Club and other possibly other community organizations including 4-H and scouts organizations.

16. Update the Bondurant Bound twice each week.
17. Manage Bondurant Recreation Sports Complex (BRSC) concession stand including hiring, staffing, ordering, inventory, etc.
18. Manage ball field supplies/maintenance including chalk, fuel, mowers, dragging equipment etc.
19. Organize and manage winterization of fields and concession stand.
20. Manage Kinney Park work orders.
21. Manage scheduling of the fields for various events exclusive of summer youth softball and baseball.
22. Manage tournament requests.
23. Organize and schedule adult events such as slow pitch softball, leagues, kickball, etc.

## **PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS**

Required Physical Activities: Carrying, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Pushing, Pulling, Lifting, Grasping, Fingering, Talking, Hearing and Typing.

Physical Characteristics of the Job: Occasional work requiring exertion of up to 50 pounds of force.

Environmental Conditions: The work is performed both indoors and outside and includes potential exposure to heat, wind, rain, snow, sleet, and other weather conditions.

## **EQUIPMENT AND MATERIALS USED:**

Sports equipment and light duty landscaping tools such as rakes and shovels. Also office related equipment such as computers, typewriters, copy machines, telephones, etc.

## **EMPLOYMENT STANDARDS:**

Required Knowledge, Skills, and Abilities:

- Ability to follow one or two-step verbal or demonstrated instructions.
- Ability to perform simple addition and subtraction, copy figures, count, and record numbers.
- Ability to read and write identifying information; request supplies verbally or in writing.
- Ability to use a cellular telephone.
- Knowledge of traffic laws and regulations.
- Knowledge of occupational hazards and safety precautions associated with group and individual recreation activities.
- Ability to establish and maintain an effective working relationship with co-workers and the public.
- Ability to pass a pre-employment physical.
- Must maintain a valid Iowa driver's license.

Education, Training and Experience:

Education Preferred: Graduation from High School or equivalent (G.E.D.).

Experience Preferred: Familiarity with adult and youth recreation activities and programming.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right. This position involves a 6 month probationary period. An evaluation of the employee's performance will be conducted at the end of the probationary period.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator's Signature

*The City of Bondurant is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.*