JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Recreation/Aquatics Coordinator</th>
<th>Civil Service:</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Parks &amp; Recreation</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Parks &amp; Recreation Director</td>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
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<tr>
<td>Location:</td>
<td>Lowe Park</td>
<td>Overtime Status:</td>
<td>Salary</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>04/03/03</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a supervisory and professional position within the Parks and Recreation Department. Work involves administrative and professional work planning, coordinating and directing the activities of the Marion Municipal Pool, Marion Community Center and Recreational, cultural and social programs suited to meet the demands of the community.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plans, coordinates, supervises and evaluates all activities, including cultural programming, physical exercise programming, all youth and adult recreational opportunities offered by the Marion Parks and Recreation Department.
- Responsible for the good health, safety and conduct of the participants.
- Cooperates effectively with the total staff to enable a wholesome environment.
- Supervises subordinate personnel to provide for quality activities in all aspects of swimming program, community center, recreation and cultural activities.
- Supports the Director in his/her duties as he/she considers appropriate and necessary.
- Assigns, schedules and supervises staff to maintain effectiveness.
- Coordinates activities at the Marion Community Center and pool with local schools, Chamber of Commerce, Art Council and any other organization or individual wishing to use the center and pool.
- Assists in preparing, administering and implementing the annual community center, recreation and swimming pool budget as well as exercising control over expenditures of fund.
- Oversees the maintenance and custodial services of the community center.
- Develops in-service training program for employees of the swimming pool and recreation when necessary.
- Publicizes and promotes parks, community center, recreation, swimming pool and city-wide programs and events through the appropriate media resources.
- Perform related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of the artistic or physical techniques, procedures, equipment and materials common to recreation programs.
- Working knowledge of the principles and practices of community recreation.
- Ability to recognize, investigate and analyze programs and projects and make effective recommendations.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, instructors, departments, supervisors and the general public.
- Basic understanding of pool water quality control and mechanical functions of pool equipment.
ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, non-level grades and heavily vegetated areas for the purposes of site review.
- Ability to walk long distances.
- Ability to perform a variety of physical labor activities as needed including using a variety of hand and power tools, stooping, bending and climbing.
- Ability to lift up to 75 pounds at one time and ability for repetitive lifting of up to 50 pounds.
- Ability to work long hours outdoors occasionally under adverse weather conditions.
- Ability to work occasional evenings and weekends.
- Ability to read, speak, write and understand English to communicate effectively with fellow employees and the general public by telephone, two-way radio, written form or face-to-face.
- Ability to operate a variety of motor and power equipment including trucks.
- Ability to perform a variety of physical labor activities as needed including shoveling, using a variety of hand tools, lifting, stooping and bending.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Graduation from a college or university with a Bachelor’s Degree in Recreation, Physical Education, Fine Arts or a closely related field.
- Supervisory experience in parks and recreation administration.
- Experience in operation of a swimming pool.
- CPO certified.
- Must possess valid Iowa driver’s license.

WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment and outdoors during various events
- Works a standard work week
- May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical