



**OFFICE OF HUMAN  
RESOURCES**

<b>Job Information</b>	
<b>Job Title: Recreation Coordinator Community Centers (Manager I)</b>	<b>Last Revised/Approved: 5/4/19</b>
<b>Job Code: 2210</b>	<b>Reports To: Senior Director</b>
<b>Office: Office of Finance</b>	<b>Department: Recreation</b>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status: Exempt</b>	<b>Term of Employment: FT</b>

**Position Summary/Purpose:**

The Recreation Coordinator of Playgrounds & Community Centers oversees a diverse array of recreation programs throughout the city of Milwaukee including youth and adult enrichment programs, summer playgrounds, mobile units, Community and Recreation Engaging Students (C.A.R.E.S.) programming, special events and the department’s marketing functions. Primary responsibilities include the management of fifteen (15) professional staff, and more than 550 part-time staff, as well as program administration and evaluation, budget development and oversight, and facility management.

The ideal candidate is a seasoned leader with the ability to manage a diverse staff and a wide variety of recreation programs, along with the passion to work to ensure the recreation needs of all individuals in Milwaukee are being met.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion
- Other duties as assigned to meet the needs Milwaukee Public Schools and Milwaukee Recreation

**Management Competencies:**

- Developing full time staff to their fullest potential and being mindful of succession planning
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

**Essential Functions:**

- Oversees the success of fifteen (15) professional staff members through guidance, training and evaluation. Participates in the development of the work plan for assigned areas including short and long-range planning, assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Responsible for the success of Recreation Department's community center programs including youth and adult enrichment classes, mobile units, summer playgrounds, Twilight Centers, Midnight Sports Leagues, wellness activities and the Department's marketing functions.
- Develops and monitors a budget of more than \$4.1 million.
- Implements business practices and policies including contract development, fees and charges oversight, inventory control, and supply purchases.
- Assesses community needs, investigates program trends, analyzes program evaluations, and recommends program adjustments.
- Assists with a thorough review of and edits to marketing materials and programs listed in seasonal activity guides.
- Conducts regular site visits (evenings and weekends) to determine program effectiveness and to provide evaluation feedback and support to full-time staff.
- Manages functionality of the Recreation Department's registration software program.
- Assists in the administration, data collection, and preparation of internal and external reports for departmental grants.
- Establishes partnerships with other MPS departments, governmental units, and community-based organizations to enhance program development and service delivery.
- Represents the Recreation Department on school and community councils, committees, and advisory groups.
- Actively supports the MPS Five Priorities for Success.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

Bachelor's Degree required from an accredited college or university in recreation management, athletic administration, sports management, education, or related field. Master's Degree and/or Certified Park and Recreation Professional preferred.

### ***Experience Requirements:***

A minimum of five (5) years of increasingly responsible full-time recreation experience including at least 3 years of progressive management and administrative responsibility in urban recreation.

### ***Knowledge, Skills and Abilities:***

- Knowledge of recreation enrichment programming for all ages, as well as recreation enrichment and athletic programming for teens and young adults in an urban setting.
- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential. Planning and administration of facilities, operations and techniques used in a comprehensive recreation program, and personnel management including employee selection, supervision, evaluation, and training.
- Skill in basic computer programs, budget management, report preparation, and marketing strategies.
- Ability to develop, coordinate, and implement varied recreation program activities and special events.
- Ability to establish and maintain effective working relationships with employees, supervisors, community agencies, participants, instructors, community leaders, school officials, media, and the general public.
- Ability to obtain and maintain certifications in First Aid, CPR, and Certified Parks and Recreation Professional (CPRP).
- Ability to work a flexible schedule including nights and weekends to meet program needs.

## **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- This position spends approximately 90% of the time in an office setting and 10% at program sites.
- Required to travel around the city of Milwaukee and occasionally travel out of town.

## **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

- Occasional lifting of program supplies, and equipment set up for program activities.

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources. right to interview the best qualified candidates.