



Job Description
Recreation Coordinator, General Programming
Full-Time Exempt

SCOPE OF POSITION:

The Recreation Coordinator, General Programming is responsible for the development, coordination, implementation, supervision, and evaluation of a variety of recreation programs, special events, and the District's state-licensed school-age day camp program.

This position provides engaging recreation opportunities for youth, teens, adults, and families; oversees part-time and seasonal staff; manages assigned program budgets and resources; coordinates contractors and vendors; and develops partnerships that support high-quality recreation opportunities for the community.

The Recreation Coordinator works collaboratively across District divisions to ensure programs and events are safe, well-organized, fiscally responsible, responsive to community needs, and consistent with the mission, vision and goals of the Eaton Area Park & Recreation District.

Supervision Received: Works under the direction of the Recreation Division Manager.

Supervision Exercised: Part Time Camp Counselors, Camp Leads, and contracted program individuals.

FLSA Status:	Exempt
Salary Range:	\$55,000-65,000 annually, Full-Time Exempt
Hiring Range:	\$59,000-\$61,500 annually

ESSENTIAL DUTIES AND RESPONSIBILITIES

Recreation Programming

- Plans, develops, coordinates, implements, supervises, and evaluates recreation programs, classes, activities, and services for youth, teens, adults, and families.
- Evaluates existing programs and identifies opportunities for new or expanded programs based on participation trends, community needs, available resources, and industry best practices.
- Develops program schedules, registration information, staffing plans, supply needs, and operational procedures.
- Monitors program participation, customer feedback, revenues, expenses, and other performance measures to evaluate program effectiveness.
- Coordinates the scheduling and use of District facilities and program spaces in collaboration with other District staff.
- Maintains program supplies and equipment and coordinates purchasing and inventory within established budgets.

School-Age Day Camp



- Coordinates and oversees the District's state-licensed school-age day camp program.
- Maintains current knowledge of applicable State of Colorado licensing requirements and ensures ongoing compliance with applicable rules and regulations.
- Develops and maintains required licensing documentation, records, procedures, and operational standards.
- Recruits, trains, schedules, supervises, and evaluates seasonal camp staff.
- Develops and conducts comprehensive pre-season and ongoing staff training to promote participant safety, regulatory compliance, positive behavior management, and a high-quality camper experience.
- Serves as a primary District contact for licensing specialists and coordinates required inspections, documentation, and corrective actions as necessary.

Special Events

- Plans, coordinates, implements, and evaluates District special events and community activities.
- Coordinates event logistics including budgets, vendors, contractors, permits, staffing, volunteers, equipment, facility needs, and event-day operations.
- Collaborates with District staff and community partners to develop new events and enhance existing events.
- Coordinates with applicable agencies and vendors to ensure required permits, licenses, agreements, and operational requirements are met.

Staff Leadership and Supervision

- Recruits, trains, schedules, supervises, supports, and evaluates assigned part-time and seasonal employees.
- Assists the Recreation Division Manager with recruitment, interviewing, selection, onboarding, and performance management of employees associated with assigned program areas.
- Provides employees with clear expectations, ongoing communication, training, coaching, and resources necessary to successfully perform their responsibilities.
- Promotes a positive, professional, collaborative, and customer-focused work environment.
- Coordinates and supervises volunteers, instructors, and contractors as assigned.

Budget and Administration

- Assists in the development and administration of assigned program budgets.
- Monitors program revenues and expenditures and makes recommendations regarding fees, expenditures, staffing, and resource allocation.
- Maintains accurate program, financial, participation, licensing, contract, and operational records.
- Prepares reports, participation statistics, program evaluations, and other information as requested.
- Assists with the development, administration, and monitoring of contracts and agreements associated with programs, instructors, vendors, and special events.
- Ensures purchases and expenditures comply with District policies and approved budgets.

Community Engagement and Customer Service

- Develops and maintains positive working relationships with participants, parents, community organizations, schools, businesses, contractors, vendors, and other public agencies.
- Represents the District at community meetings, events, committees, and collaborative initiatives as assigned.



- Works collaboratively with District marketing staff to promote programs, activities, and special events and to ensure accurate and timely program information.
- Provides responsive and professional customer service and addresses participant or parent questions, concerns, and conflicts appropriately.
- Identifies opportunities for partnerships and collaborative programming that expand recreation opportunities for the community.

District Operations

- Serves as Manager on Duty and/or Manager on Call as assigned.
- May assist with opening and closing District facilities and supporting facility operations as needed.
- Works collaboratively with other District divisions to support programs, special events, rentals, and District-wide initiatives.
- Recognizes and responds appropriately to safety concerns, incidents, emergencies, and facility issues.
- Participates in staff meetings, trainings, professional development opportunities, and community meetings as required.
- Performs other duties as assigned.

QUALIFICATIONS: KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of recreation programming principles, practices, trends, and program evaluation.
- Knowledge of program and event planning, implementation, supervision, and evaluation.
- Knowledge of school-age childcare licensing requirements or the ability to quickly develop and maintain such knowledge.
- Ability to supervise, train, schedule, coach, and evaluate part-time and seasonal employees.
- Ability to develop and administer program budgets, monitor revenues and expenditures, and maintain accurate records.
- Strong organizational and project-management skills with the ability to manage multiple programs, events, deadlines, and priorities simultaneously.
- Strong judgment, problem-solving, and conflict-resolution skills.
- Ability to remain calm, professional, and effective in busy or stressful situations.
- Strong written and verbal communication skills.
- Ability to establish and maintain effective working relationships with employees, participants, parents, community partners, vendors, contractors, and the general public.
- Strong customer-service skills and commitment to providing welcoming, positive recreation experiences.
- Ability to work independently while also functioning effectively as part of a collaborative team.
- Ability to recognize safety concerns and take appropriate corrective action.
- Proficiency with standard office technology and recreation management software.
- Ability to work a flexible schedule that may include early mornings, evenings, weekends, holidays, and special events.



EDUCATION AND EXPERIENCE

- Bachelor's degree in recreation administration, parks and recreation, education, or a related field.
- One to three years of progressively responsible experience in recreation programming, youth programming, special events, or a related field.

An equivalent combination of education, training, and relevant experience that provides the required knowledge, skills, and abilities may be considered.

LICENSES AND CERTIFICATIONS

- Valid driver's license and satisfactory driving record.
- CPR/AED and First Aid certification or ability to obtain within six (6) months of hire.
- Must meet Colorado requirements to serve as a qualified School-Age Program Director or obtain the required qualification within six (6) months of hire.
- Additional certifications may be required based on assigned programs or responsibilities.

EQUIPMENT AND VEHICLES USED

Personal computer, including word processing software; calculator; copy, scan, and fax machine; phone; portable radio; automobile; various sports equipment used in recreation programs.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position performs work in both office and recreation environments and regularly works throughout District facilities and at program and event locations. Work may occur indoors and outdoors and may involve varying weather conditions.

The employee is frequently required to sit, stand, walk, communicate with others, and operate standard office and recreation equipment. The position may require bending, kneeling, reaching, carrying equipment, setting up program or event spaces, and other physical activities associated with recreation programming.

The employee must be able to occasionally lift and/or move up to 50 pounds.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

ADDITIONAL REQUIREMENTS

- Successful completion of required pre-employment screening and background checks.
- Ability to maintain required licenses and certifications throughout employment.
- Regular and reliable attendance.
- This position may be required to respond to operational needs outside of the employee's normal work schedule.

**DISCLAIMER**

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to contain a comprehensive listing of all duties, responsibilities, qualifications, or working conditions associated with the position. Duties and responsibilities may be modified or assigned based on the operational needs of the Eaton Area Park & Recreation District.



Signature Page

I acknowledge that I have received and reviewed the job description for the **Recreation Coordinator – General Programming** position. I understand the duties, responsibilities, qualifications, and expectations associated with this position.

I understand that this job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all duties and responsibilities. I may be required to perform other related duties as assigned based on the operational needs of the Eaton Area Park & Recreation District.

My signature below acknowledges my receipt and understanding of this job description.

Name (Printed): _____

Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____