

MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL APPLICANTS TO READ

POST DATES: 12/5/2014 – Until Filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Community Center Coordinator I

JOB CLASS (GRADE):

HOURLY RATE: \$13.45

LOCATION: Recreation – Memorial Park

WORK WEEK: Varies

HOURS: Vary

DEPT. HEAD: Doc Dougherty

(X) REPLACEMENT

() NEW REQUIREMENT

Job Summary: This is a responsible work in assisting with the supervising and conducting of leisure activities at an assigned community recreation center and park.

Duties and Responsibilities:

1. Assists in conducting and supervising parks/recreational activities to include sports, athletic tournaments, leisure games, cultural arts and other activities
2. Assists in supervising, scheduling and coordinating the use of community center, parks and facilities at an assigned park.
3. Demonstrates, organizes, teaches and leads parks/recreational activities for all age groups.
4. Assists in supervising assigned personnel and volunteers.
5. Assists in the maintenance and with safety problems.
6. Assists in collecting and reporting fees and charges.
7. Assists in keeping records and making reports.
8. Makes budget recommendations for the operation of the center facilities and programs
9. Completes special projects and performs other miscellaneous duties as required

Minimum Qualifications:

1. College graduate with a Bachelor's Degree in Parks and Recreation, or related field or
2. High school graduate, or equivalent GED with two (2) years or more successful full-time working experience in parks/recreational programming or
3. Any equivalent combination of education and experience acceptable to the appointing authority.
4. Knowledge of parks/recreational activities.
5. Knowledge of parks/recreational facilities.
6. Knowledge of organization of athletic events.
7. Ability to work with various groups from 6 to seniors.
8. Ability to work with various sizes of groups.
9. Ability to keep accurate records.
10. Ability to supervise subordinates when applied.
11. Skills in written and oral communications.
12. Must have valid Georgia drivers' license.

Working Conditions:

1. Works both in a temperature controlled office environment and outside as required by the job.
2. Work involves sitting, standing, stooping, bending, climbing, lifting light objects
3. May be required to work beyond normal hours during inclement weather or other emergency situations

If you feel you qualify for the above position, you may obtain a Position Opening Application at the Human Resources Department. Once completed, the application should be returned to the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail. Position openings are to remain posted for at least seven (7) working days, before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER