

**PLEASE POST FOR ALL APPLICANTS TO READ
Macon Bibb County Government**

POST DATES: 03/14/2017 – 03/22/2017 *Repost*

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Community Center Coordinator II

JOB CLASS (GRADE): 10/01

HOURLY RATE: \$15.99

**DEPARTMENT: RECREATION/Freedom Park
Varies**

WORK HOURS:

DEPT. HEAD: Reginald Moore

WORK WEEK: Varies

(X) REPLACEMENT () NEW REQUIREMENT

SUMMARY:

The Center Coordinator II is responsible for assisting with supervising and conducting leisure activities at an assigned community recreation center.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists in planning, organizing, and conducting the leisure activities at an assigned park.
2. Monitors the use of all facilities at an assigned park.
3. Directs volunteers and staff in specific programmatic actions.
4. Demonstrates, organizes, teaches, and leads parks/recreational activities for all age groups.
5. Assists with maintaining accurate records and preparing reports of center usage, issues, complaints, and other items relevant for documentation.
6. Handles fees and charges for recreation activities and usage.
7. Assures the maintenance and upkeep of the center facility.
8. Insures that all safety procedures and guidelines are followed.
9. Operates as the Center Director in his or her absence.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Center Coordinator II must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of the various age characteristics as they apply to individual parks/recreation interest.

- Knowledge of personal computers and basic programs.
- Knowledge of maintenance techniques.
- Ability to maintain accurate records, prepare reports, and handle money as applied.
- Ability to assist with the planning and administration of a park.
- Ability to work with groups of various sizes.
- Skills in conducting various parks/recreational activities.
- Skills in written and oral communications.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Center Coordinator II should possess, at minimum, high school diploma or equivalent and at least one (1) year experience in recreation programs; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position. College degree preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Center Coordinator II may be required to travel on occasion.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances. Requires special skills in dealing with diverse age groups.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-moderate physical duties associated with typical office duties, minor maintenance, and recreation activity.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is typically performed primarily inside or around a recreation facility.

*If you feel you qualify for the above position, you may obtain an application at the Human Resources Office **or** complete the General Application located at www.maconbibb.us. Applications should be returned with a resume, copy of diploma or degree and 2 Professional Letters of Recommendation. Applicants who are not selected to fill the position will be notified by mail. Position postings 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 the opportunity to apply.*

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER