

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

**POST DATES: 09/13/2018 – Until Filled**

**EEOC CODE:**

**CLASS CODE:**

**CLASSIFICATION TITLE: Community Center Coordinator I**

**JOB CLASS (GRADE): 07-01**

**HOURLY RATE: \$14.21**

**LOCATION: Recreation**

**WORK HOURS: Varies**

**DEPT. HEAD: Robert Walker**

**WORK WEEK: Varies**

**(X) REPLACEMENT ( ) NEW REQUIREMENT**

**Job Summary:**

The Community Center Coordinator I is responsible for 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 reports 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 driver license.

**Working Conditions:**

1. Works both in 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.

**(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, co-workers, 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 written form 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, the general public, and public officials, often involving problem-solving circumstances.

**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 function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

**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 environment is primarily an indoor office work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

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*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](http://www.maconbibb.us). 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**

