

Elizabethtown Social Center, Inc.
Recreation Coordinator Job Description

Job Summary

Works with the executive director to plan, promote, and administer recreation programming for all ages.

Responsibilities and Duties

Program Development

- Assists the executive director in analyzing community recreation needs, interests, and desires; responds accordingly by developing appropriate programs, events, trips, and classes.
- Works to increase Teen Rec membership and attendance.

Teen Rec Program Coordination and Oversight

- Supervises most Teen Rec hours.
- Schedules Program Assistants to assist with supervising Teen Rec activities and trips.
- With support from the Executive Director, supervises, mentors and trains Program Assistants.
- Plans recreational programming for Teen Rec.
- Engages with teens during Teen Rec hours which may include, but not be limited to, organizing activities and events; playing games (e.g. basketball, pool, tennis, board games, etc.); teaching skills (e.g. crafts, photography, cooking); etc.
- Institutes Teen Rec discipline, per policy. This may involve parental and, in severe cases, police contact.
- Plans and chaperones off-site Teen Rec trips.
- Helps with keeping records, preparing program status reports, developing program policies and procedures, and preparing program information for grants and grant reports.

Community Program Coordination and Oversight

- Plans, promotes, and administers recreational activities, programs and events for the community.
- Assists with community groups, programs, events and activities with duties such as setting up (i.e. arranging chairs and tables), cleaning up (i.e. putting supplies away; trash removal) and other such tasks as necessary for the Center's operations.
- Helps with keeping records, preparing program status reports, developing program policies and procedures, and preparing program information for grants and grant reports.

Publicity

- Helps publicize events, programs, trips and classes.
- Creates graphics, ads and flyers for recreational activities, programs, and events.
- Helps maintain email lists and sends email blasts for recreational programs and events.
- Generates interest on Social Center social media with regular posts.
- Assists with updating the center's website on a regular basis to ensure up-to-date information.

Other

- Ensures that safety standards and precautions are followed in all Center activities.
- Helps to keep the building and grounds in good order which may include, but not be limited to, keeping bathrooms clean and orderly; putting away all sports equipment; keeping equipment storage organized; picking up grounds; straightening up common areas; and closing and locking up buildings.
- This position may involve lifting, bending, standing, walking, sitting, talking, hearing, reaching, and grasping. Must be able to demonstrate and/or describe activities to youth. This position works around youth and adults with a moderate exposure to noise. This position will work both indoors and outdoors, year-round.
- The position is also responsible for other duties as assigned, within the scope of the overall position.

Qualifications

Bachelor's degree OR equivalent in education plus experience in recreation program administration, outdoor education, teaching, event planning, athletic coordination, and/or a related field, and 2 years of experience working directly with adolescents. Requires excellent communication skills and good humor; high energy level and physical stamina; comfort working with a wide range of ages and interests; and comfort using social media, technology, and basic graphic design. Experience with grants is a plus, as is a passion for healthy living, enjoying our natural resources, and outdoor recreation. Must have a clean driving record and be comfortable driving a passenger van and guiding group trips. Must pass a background check. Remote work is not an option for this position.

Schedule, Salary and Benefits

This is a full-time, non-exempt, salaried position. Schedule is 35 hours/week, generally Tuesday - Saturday, with both weekday and weekend shifts that will include some evenings, with variation and flexibility. Salary range is \$40-45,500/year. Benefits include health insurance, life insurance, enhanced disability insurance, paid time off and the opportunity to work with a creative, engaged team who enjoy working together to make our community a better place. This is not an exempt position and may not exceed 40 hours per week without approval from the Executive Director.

Please send cover letter and resume by March 25, 2024, to Arin Burdo, Executive Director, at info@elizabethtownsocialcenter.org.