

CITY OF HARRISONBURG
invites applications for the position of:

Recreation Facilities Coordinator

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$19.76 - \$22.72	\$1,580.80 - \$1,817.60	\$3,425.07 - \$3,938.13	\$41,100.80 - \$47,257.60

OPENING DATE: 07/19/22

CLOSING DATE: Continuous

DESCRIPTION:



Are you looking for a rewarding career to utilize your facility usage coordination, recreation, or customer service experience? If so, the City of Harrisonburg Parks and Recreation Department's Recreation Facilities Coordinator may be the right position for you!

The City is seeking to fill two Recreation Facilities Coordinator positions through this advertisement. One position will be primarily assigned the Lucy F. Simms Continuing Education Center and one position will be primarily assigned to the Cecil F. Gilkerson Community Activities Center.

The Recreation Facilities Coordinator is a full-time benefits-eligible position with a preferred hiring range of \$19.76 - \$22.72 per hour (equivalent to \$41,100 - \$47,257 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City Policy Section 3: Compensation. *Applicants who do not meet the qualifications of the Coordinator position may be considered for another level within the department at an annual rate commensurate with applicant qualifications.*

As a Recreation Facilities Coordinator, you will:

- Ensure the facility is properly prepared for programs, activities, and rentals in coordination with the Recreation Center Supervisor and Recreation Program staff;
- Evaluate safety and sanitary conditions of the facility and related equipment;
- Ensure a consistent level of high-quality customer service during various hours, especially during evenings and weekends;
- Assist with the development of policies and procedures related to the operation of recreation facilities;
- Enforce facility policies, rules, and regulations and ensures safety precautions and procedures are followed;
- Collect revenues and registrations and prepare receipts for facility customers;
- Assist the Recreation Center Supervisor with coordinating facility reservations, tours, and usage by groups;

- Oversee, track, and maintain equipment and supplies while also monitoring inventory levels at all assigned locations;
- Assist in maintaining records related to the maintenance and repair of equipment at all assigned locations;
- Provide input to the Recreation Center Supervisor pertaining to the Recreation Center budget and management;
- Periodically supervise, train, mentor, and evaluate part-time and seasonal staff members, interns, and volunteers in the evenings and on the weekends;
- Operate a City vehicle in the performance of job duties;
- Perform related tasks as required.

Minimum Requirements:

- Bachelor's degree with coursework in sport and recreation management, hospitality management, kinesiology, public administration, business administration, or other related field and moderate (1-3 years) experience in facility usage coordination, recreation, or customer service, or an equivalent combination of education and experience.
- Valid driver's license.
- The positions have a standard work schedule of Monday - Friday from 12:30pm - 9:00pm. Availability to work a flexible schedule, including days, nights, weekends, and holidays, as needed, is required.
- Current possession of or the ability to obtain CPR/First Aid/AED certification within three (3) months of hire date.
- [Click here to view the physical requirements for this position.](#)

The ideal candidate will have:

- General knowledge of:
 - The principles, rules, materials and equipment required for a variety of recreational activities;
 - The rules and equipment of the sport, activity, or craft to which to prepare the facility;
 - Recreation facility uses and safety policies and procedures, including first aid practices and techniques.
- General skill in providing high-quality customer service to individuals and groups in order to plan, prepare, and schedule spaces for safe activities while also enforcing facility policies, rules, and regulations.
- The ability to:
 - Operate office equipment and scheduling software;
 - Coordinate, direct, and implement recreation facility services suited to current and future community needs.

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV Driving Record Review; and
- Criminal background investigation.

To Apply: In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, to include previous work experience and education history. This position may close at any time after 10 calendar days. (posted 07/19/2022)

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5437 - (July 2022)
RECREATION FACILITIES COORDINATOR
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

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