

Red Wing Public Schools Position Description

Community Recreation Coordinator

General Information

Department: Community Education and Recreation

Unit: Non-Classified

Immediate Supervisor: Director of Community Education and Recreation

Grade / Point Placement: 18/775

FLSA Status: Exempt

Position Summary

The Community Recreation Coordinator is responsible for developing, implementing, coordinating and evaluating recreation, wellness, and outdoor programming for children, youth, and adults—This position is responsible for supervising and staffing recreation programming, outdoor ice rinks and maximizing the use of facilities for the Red Wing School District and City of Red Wing.

Essential Duties and Responsibilities

1.	<p>Researches, plans, implements and coordinates recreational wellness and fitness programs, activities and events.</p> <p>a) Researches and recommends new programs, activities and/or special events. b) Coordinates the scheduling of aquatics, recreational equipment and personnel. c) Evaluates and monitors the success of recreational programs through participation, participant surveys/questionnaires and feedback.</p>
2.	<p>Supervises, schedules and evaluates seasonal, temporary, and/or contractual recreational staff.</p> <p>a) Recruits, hires, and assists in the training and coordination of staff activities and functions. b) Monitors compliance with program policies, procedures, and safety compliance issues pertaining to recreational activities and programs including indoor/outdoor pool, building and grounds, and concessions.</p> <p>c) Evaluates program staff and handles personnel actions and related activities. d) Determines the need to make changes in job assignments and job requirements. e) Makes assignments and determines priorities and needs within the programs and services offered.</p>

3.	<p>Performs public relations and marketing, promotional and advertising activities for recreational programs and services.</p> <ul style="list-style-type: none"> a) Prepares brochures, flyers, handouts, and/or other promotional materials. b) Promotes programs and opportunities via local media, social media, institutions, organizations and agencies within the community. c) Coordinates and maintains the Athletic Association website. d) Collaborates and works with community groups, councils, boards, city representatives and others regarding recreational programming, program needs, operations or other related issues related to programming.
4.	<p>Provide quality customer service to members, volunteers and participants. Responsible for providing support as needed to the Community Education & Recreation Department</p>
5.	<p>Maintains records, assists in preparing annual reports as needed, and makes recommendations to the Community Education & Recreation Director and Advisory Council concerning the fiscal requirements and needs for areas of responsibility.</p>
6.	<p>Supports Operations of Colvill Water Park and Prairie Island Ice Arena Manages aquatic facilities and provides programming and services.</p> <ul style="list-style-type: none"> a) Oversees and supports operation of the Water Park. b) Coordinates summer arena use. Hires, trains and supervises staff c) Maintains concessions stands & equipmentOrders supplies for concession sales. d) Monitors and complies with State Health Regulations. e) Monitors equipment and reports issues to the City of Red Wing and Red Wing School District.
7.	<p>Facilitates Park Naturalist Program</p> <ul style="list-style-type: none"> a) Recruits, hires, trains, and supervises seasonal Park Naturalist staff b) Supports the development and delivery of interpretive, nature-based educational programs for a wide range of audiences c) Coordinates scheduling, staffing, and program logistics across park sites, including evenings, weekends, and seasonal programming needs d) Serves as a liaison between Park Naturalist staff and partner agencies to ensure clear communication and program alignment
8.	<p>Coordinates Community Use of Facilities</p> <ul style="list-style-type: none"> a) Scheduling and approval of facility use for internal and external groups b) Coordination of building access, staffing, and operational support c) Assessment, application, and tracking of facility use fees d) Communication with staff, community partners, and facility users regarding availability, expectations, and requirements e) Ensuring compliance with district policies, procedures, safety requirements, and applicable School Board policies
8.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college or equivalent experience

Degree Information: Bachelor's Degree strongly preferred

- Major Field of Study or Degree Emphasis: Community education, recreation, leisure service management, or related field preferred

Required Work Experience: Minimum of 3 year of work experience in recreational programming

Licenses / Certifications Required:

- Valid driver's license in Minnesota

Hold or Obtain upon Hire:

- CPR certification
- First aid certification
- Food safety certification

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals of supervision.
- Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.
- Fundamentals and basic knowledge of recordkeeping and bookkeeping.
- Basic knowledge concerning the use of computers and related software applications and general business equipment.
- Community resources and community organizations within the community.
- Theories, philosophy and approaches to recreational programming, evaluation, and implementation.
- District administrative policies and procedures pertinent to the activities and programs of Community Education & Recreation.
- City of Red Wing policies and procedures.

Essential Skills Required to Perform the Work

- Applying supervisory theories and practices in delegating, monitoring, evaluating and training program personnel.
- Planning, implementing, coordinating and arranging for recreational programs, activities, events or services.
- Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.
- Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.
- Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District, department, and City of Red Wing.
- Using computers and related software applications and general office equipment such as copiers, facsimiles and phones.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information, speak before groups, make presentations, receive work direction, and market programs, and/or address problems, issues or conflicts.
- Performing digital marketing, social media and outreach functions.

Typical Physical Demands for this Position

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel	X			
Reach with hands arms		X		
Climb or balance	X			
Stoop, kneel, crouch or crawl	X			
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a district setting where there are minimal environmental hazards and risks. Employee(s) may be exposed to some disagreeable conditions involving human/public/student contact.

Classification History and Approval

Created: 7/2014 by Bjorklund Compensation Consulting

Banding: 6/5/18 by Bjorklund Compensation Consulting

Revised: 4/15/16, 7/1/18, 2/25/21, 1/13/26