



## POSITION DESCRIPTION WACONIA PUBLIC SCHOOLS

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Recreation/ Facility Use Coordinator	<b>Department:</b> Community Education
<b>Immediate Supervisor's Position Title:</b> Director of Community Education	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Director of Community Education, the Recreation Coordinator is responsible for planning, promoting, organizing and providing leadership, coordination and oversight of the youth recreation programs provided by Waconia Public Schools Community Education Department. Administers requests for facility use in order to provide appropriate, efficient and coordinated use of the District facilities.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, develops and implements the youth recreation program(s) for Waconia Schools.
  - a) Promotes and informs the public regarding youth recreation programming.
  - b) Oversees enrollment and registration for youth recreation.
  - c) Determines number of teams for youth recreation depending upon participation and volunteer coach availability.
  - d) Determines the type of recreation programs to offer, fees, scheduling.
- Organizes, directs, supplies and facilitates youth athletic teams for Grades Pre-K -12.
  - a) Orders supplies and equipment for teams.
  - b) Organizes the scheduling and assists in the set up and painting of athletic fields.
  - c) Plans for and schedules all practices and games maximizing use of community resources, school fields and gyms.
  - d) Recruits, selects, trains and supervises volunteer coaches.
  - e) Provides support and assistance to coaches, holds coaches meetings to discuss issues, concerns and needs.
- Recruits, selects, training and supervises all game officials (e.g. umpires and referees). Coordinates and schedules all games and assigns officials of appropriate skills.
- Performs public relation responsibilities in working with parents and community members in addressing their concerns, inquiries, addressing disputes appropriately and fairly.
- Facility Use Communication and Operations
  - a) Ensures use of best practices in facility scheduling for adults, youth and children
  - b) Process inquiries from public or District staff for all facility requests received.
  - c) Provide assistance to individuals, District staff and the community regarding facilities, programs, activities and services.
  - d) Communicate with District staff but not limited to community education staff, school administration, building officials, faculty and maintenance staff about facility use and staff coverage.
  - e) Meet with customers regarding use of District buildings, coordinate details for events, and provide direction to supervisory or other District support staff to ensure user satisfaction

- Plans, organizes, promotes, sponsors and directs various special events (e.g., Nickel Dickle, etc.) and various tournaments (e.g. baseball, basketball and wrestling).
- Performs other duties of a comparable level or type, as required.
  - a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of expertise/knowledge.
  - b) Attends training sessions and conferences.
  - c) Keeps abreast of changing developments and trends related to the field.
- Attends work regularly and punctually.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>			<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma			Bachelor's Degree
	High school diploma or GED.			<b>Major field of study or degree emphasis:</b> Sports Management, Recreation, Leisure Services, Park and Recreation, or other related field.
	1 year college		2 years college	
	3 years college	x	4 years college	
	1st year graduate level			<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, services, courses or other events/projects.</li> <li>• Fundamentals and basic knowledge of recordkeeping and bookkeeping.</li> <li>• Basic knowledge concerning the use of computers and related software applications and general business equipment.</li> <li>• Knowledge of community resources and community organizations within the community.</li> <li>• Knowledge of the theories, philosophy and approaches to recreational programming, evaluation, and implementation.</li> <li>• General knowledge of district administrative policies and procedures pertinent to the activities and programs of Community Education.</li> </ul>
	2nd year graduate level			
	Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of one (1) year job-related work experience required.				

<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> Valid MN Driver's License or evidence of equivalent mobility.
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<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Applying supervisory theories and practices in delegating, monitoring, evaluating and training volunteer program personnel, game officials, and program supervisors.</li> <li>• Planning, evaluating, implementing, coordinating, scheduling and arranging for recreational programs, activities, events, tournaments or services.</li> <li>• Applying public relation theories and techniques in promoting, advertising and informing the community of programs and services.</li> <li>• Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, fees, expenses and the like.</li> <li>• Applying judgment and discretion in handling problems, public relation concerns, and issues in accordance with the policies and procedures of the District and the department.</li> <li>• Using computers and related software applications and general office equipment, e.g., copiers, facsimiles and phones.</li> <li>• Communication, interpersonal skills as applied to interaction with coworkers, volunteers, department staff, the general public, etc. sufficient to exchange or convey information, speak before groups and make presentations, to receive work direction, and to market programs, address, negotiate or resolve issues/conflicts appropriately.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Youth Recreation Maintenance/Supervisor	2-3
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Volunteers and game officials.	<b>Total:</b> 60-70

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	<b>Unusual or hazardous working conditions related to performance of duties:</b> <p>Duties performed by this classification are primarily administrative and planning in nature and, as a result, incumbents are exposed to a minimum of environmental hazards and risks associated with the requirements of the work. Employee(s) may be exposed to some disagreeable conditions involving human/student contact in dealings with the public, parents, or community and exposure to outdoor conditions.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds			X	
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p><b>Physical requirements associated with the position can be best summarized as follows:</b></p> <p><b>Medium Work:</b> Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job .</p>

#### SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

**Classification History:**

Description created 5/2007 by BCC. Updated and reviewed by ISD 110 Human Resources 12/2010 & 12/2013 & 3/2025.