

JOB DESCRIPTION

Job Title: Community Center Coordinator

Title of Supervisor: Borough Manager

Positions Supervised: None

Position Requirements:

1. Must demonstrate good problem-solving skills, and self-motivation.
2. Demonstrate effective verbal and written communication skills and good organizational skills.
3. Exhibit effective public relation skills.
4. Demonstrate research and program development skills.
5. Must possess good computer skills and knowledge of social media.
6. Demonstrate stress management and time management skills.
7. Ability to be flexible.

Job Duties/Responsibilities:

1. Plan and develop programs and use to ensure maximum benefit of the facility for residents of the community.
2. Plan and schedule rec center related activities.
3. Develop and maintain schedule for rec center.
4. Supervise recreation facilities.
5. Develop activities to meet local needs.
6. Coordinate an active community relations campaign to promote programs.
7. Arrange for advertising programs.

8. Evaluate Rec Center.
9. Administer programs to ensure budgets and records are maintained in an accurate and timely manner.
10. Assist in preparation of Rec Center budget.
11. Monitor the budget and spending.
12. Collect revenues and fees.
13. Prepare monthly usage reports.
14. Maintain office files.
15. Attend monthly Recreation Board meetings, record and distribute minutes.
16. Maintain the facility to ensure that assigned areas are safe and clean.
17. Inspect facilities daily to ensure safety standards are maintained.
18. Perform related other duties.

NOTE: A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this job classification. Employees are required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Applicant's Signature

____/____/____
Date