

The Jewish Community Center of Greater Columbus, OH 43209
RECREATION COORDINATOR POSITION DESCRIPTION

Position Title: Recreation Coordinator
Personnel Code: Program Staff

Dept. No: 461000
Status: Exempt

Department: Recreation
Supervisor: Recreation Director

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- **To welcome, thank and engage JCC members and guests on a daily basis.**
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Under the Recreation Director's oversight, the Recreation Coordinator's primary responsibilities include developing, managing, and recruiting for all youth and adult recreational programs, leagues, and tournaments. Working with ECLC and the marketing department, the Recreation Coordinator is responsible for all aspects of the preschool and camp sports programs. On an as-needed basis, the Recreation Coordinator serves as manager-on-duty for building coverage.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** BA/BS in Recreation, Sport Management, Physical Education, or related field preferred or high school diploma / GED with equivalent relevant professional experience.
2. **Experience - Minimum Required or Preferred:** Minimum one (1) year prior recreation programming and supervisory experience with BA/BS; Minimum three (3) years prior recreation programming and supervisory experience.
3. **Special Skills:**
 - a. CPR/AED/First Aid Certified or willingness to become certified within first 90 days of employment and maintain certification.
 - b. Demonstrable, proven ability to coach and instruct in various sports and for all age levels, with significant, demonstrable knowledge about a variety of recreation programming and recreation trends.
 - c. Ability to work in a fast-paced environment, balance multiple priorities, and adjust quickly to changing conditions.
 - d. Solid relationship management skills to enhance internal organizational relations and external community interactions
 - e. Excellent professional written and oral communication skills.
 - f. Demonstrable ability in creating, monitoring, projecting and re-projecting budgets.
 - g. Flexible; available weekdays, evenings and weekends.
 - h. Ability to frequently and dependably travel to and from multiple job sites.
 - i. Ability to lift 50 lbs.
4. **Technology Skills:**
 - a. Expertise with Microsoft Office and database management.
 - b. Willingness to learn new applications and identify innovative ways for technology to support organizational objectives.

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Duties and Responsibilities:

- Adult Sports
 - Design, develop, implement, analyze and evaluate new and established adult recreation leagues / programs / tournaments; includes marketing and recruiting for programs.
 - Develop, monitor, project and re-project recreation department budget.
 - Supervise and schedule referees, umpires and scorekeepers.
 - Responsible for contract negotiation and implementation.
 - Prepare 1099s for contracted services; prepare commission payments for commissioned recreation instructors.
 - Responsible for inventorying / maintaining / purchasing all recreation equipment and supplies.
- Youth Sports
 - Design, develop, implement, analyze and evaluate new and established youth recreation leagues / programs / tournaments / travel teams / sports camps; includes marketing and recruiting for programs.
 - During school year and/or camp season.
 - Coordinate and instruct classes as necessary.
 - Train and supervise youth coaches.
 - Instruct fundamental sport programs / sport camps as needed (school year and/or camp season).
 - Supervise and schedule referees, umpires and scorekeepers; coordinate and supervise contract service instructors for all youth recreational / sports programs / camps.
 - Responsible for contract negotiation and implementation.
 - Prepare 1099s for contracted services; prepare commission payments for commissioned recreation instructors.
 - Responsible for inventorying / maintaining / buying all recreation equipment and supplies.
 - Responsible for special events and JCC-wide programs as determined with supervisor.
 - Develop joint program efforts with other community organizations.
 - Key staff for the JCC Maccabi Games and Jr. Maccabi Program.
- Other Responsibilities
 - Work collaboratively with JClub to provide recreation programming for school out days.
 - Prepare playing surfaces, fields and facilities for leagues / games (all age groups).
 - Meet weekly with direct supervisor; prepare agenda prior to attending meeting.
 - Serve as building coverage as needed.
 - Work with other community organizations for events and programs.
 - Active participant in various JCC committees; contributing member of the JCC staff by assisting in other departments and serving on staff committees as needed; contributing member of the JCC Recreation Staff.
 - Demonstrate professionalism in all interaction with members, vendors, visitors and JCC Staff.
- All other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature