



SPECIALTY COORDINATOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor, Recreation Supervisor,
or Recreation Leader

Approved: September 1, 2010
Revised: April 19, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Senior Recreation Supervisor, Recreation Supervisor or Recreation Leader, responsible for the administrative and management functions of an assigned program.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Oversees the organization, planning and implementation of the assigned program.
- Responsible for the guidance and safety of all students throughout the programs.
- Responsible to teach all classes in a session or have a substitute scheduled.
- Complies with recreation center policies as they relate to instruction duties.
- Describes accurately and demonstrate new skills as they are taught.
- Records attendance and skills/lessons taught for each class.
- Returns all equipment to its proper place at the end of lessons.
- Provides detailed lesson plans for substitute instructors.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.



SPECIALTY COORDINATOR

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 18 years of age.
- High school diploma or equivalent.
- CPR, AED and First Aid certification, within 90 days of hire.
- One (1) or more years of work experience in a related field.

PREFERRED EDUCATION AND EXPERIENCE

- Associate's degree in related field.
- Two (2) years or more of work experience in a related field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) or more years of work experience in a related field.
- Possess CPR, AED and First Aid certification, within 90 days of hire.
- General knowledge of child development and recreation program planning.
- Must have thorough knowledge of pertinent operational manuals and procedures.
- Strong customer service and inter-personal skills.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.



SPECIALTY COORDINATOR

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, First Aid and AED certifications.
- Follows and enforces all policies and procedures established by the Washington Township Recreation Center.
- Demonstrated competence with children in a programming and/or camp environment.
- Demonstrated ability in creative talents/skills in youth programming and special event planning.
- Demonstrate ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Any other physical requirements as job changes.



CAMP COORDINATOR

SPECIALTY COORDINATOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Recreation Supervisor

Approved: November 8, 2016
Revised: November 8, 2016
Reviewed: November 8, 2016

JOB SUMMARY

Under the general direction of Recreation Supervisor responsible for the administrative and management functions of the camp programs for the recreation center.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Oversees the organization, planning and implementation of camps for children in preschool through the eighth grade.
- Responsible for the guidance and safety of all camp participants, counselors and program supervisors.
- Assists in the hiring, supervision, training and evaluation of camp staff and manages the staffing operations of the program, including but not limited to camp counselors, program supervisors and administrative staff.
- Recruits and secures guest instructors and is responsible for contractual paperwork relating to independent contractors.
- Coordinates with recreation front desk staff to ensure registration information is accurately disseminated.
- Responsible for changes and additions to individual camp rosters.
- Develops detailed plans for each week of camp with the assistance of Camp Program Supervisors including but not exclusive of field trips, travel arrangements and alternate plans in case of inclement weather.
- Responsible for overseeing and monitoring health records and other related documentation for camp participants and staff.
- Coordinates with the marketing staff to promote the program.
- Responsible for purchasing or recommending for purchase, equipment, supplies and professional services for maintaining the facility and program.
- Responsible for coordinating and documenting training for camp staff.
- Monitors camp on a daily basis and is on site to facilitate check-in and check-out processes.
- Responds in a timely manner to patron questions and concerns regarding camp.



CAMP COORDINATOR

REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Assists the Recreation Supervisor with the development and evaluation of camps.
- Manages expense and operation budgets under the supervision of the Recreation Supervisor.
- Holds weekly staff meetings to ensure that each staff member understands and follows daily/weekly plans and activities.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Minimum of 18 years of age.
- CPR, AED and First Aid certification, within 90 days of hire.
- One (1) year or more of work experience in a related field.

PREFERRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in a related field
- Two (2) years or more of work experience in a related field.



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PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- One (1) years or more of work experience in a related field.
- Possess a CPR, AED and First Aid certification, within 90 days of hire.
- General knowledge of child development and recreation program planning.
- Willingness and desire to work with children.
- Excellent leadership skills and ability to work effectively with paid and volunteer staff members.
- Display patience, understanding and flexibility in meeting the needs of all patrons.
- Must present a positive and professional image.
- Strong customer service and inter-personal skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.
- Must have a valid driver's license and remain insurable, without penalty or surcharge, under the Township's vehicle insurance plan.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Two (2) years or more of work experience in a related field.
- Maintains CPR, First Aid and AED certifications.
- Follows and enforces all policies and procedures established by the Washington Township Recreation Center.
- Demonstrated competence with children in a programming, education and/or camp environment.



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DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Demonstrated ability in creative talents/skills in youth programming and special event planning.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Any other physical requirements as job changes.