

**Village of Brooklyn  
Recreation Coordinator**

Position Description

Position Summary:

Under the general direction and supervision of the Village's Recreation Committee, plans and implements activities in the parks and community building for youth kindergarten ages and above. Emphasis is on arts and crafts, music, sports and active learning playground games including field trips.

Duties/Responsibilities:

The following duties are normal for the position. These are not to be considered exclusive or all-inclusive, other duties may be required or assigned.

75% A. Supervision of Program

1. Conducts the playground and recreational programs utilizing equipment and supplies provided by the Town.
2. Conducts field trips after approved by the Recreation Committee.

20% B. Planning

1. Under the direction of the Committee, plans overall program including events calendar for the seasons.
2. Works with Committee to ensure availability of materials and supplies needed by children for each day's activities.
3. Develops individual lesson plans for the playground and recreational programs offered in the community building.
4. Under the direction of the Committee, makes necessary field trips, including reservations, collecting fees and recruiting chaperones.

5% C. General

1. Responds to parent and guardians on program issues. Relays information to the Committee.
2. Hands out registration form for special events and field trips.
3. Properly stores recreational equipment and all supplies daily. Cleans and inventories all equipment and supplies at the end of the seasons use.
4. Cleans and secures all areas used for programs after each use.
5. Performs such other duties as assigned.

## General Statement of Duties

The Recreation Director will develop, plan, and administer all recreational programs offered by the Village, subject to approval of the Recreation Committee. He/she will advise the Recreation Committee on program ideas and act as a primary staff contact to the Recreation Committee. He/she shall coordinate activities and maintenance concerns with the Public Works Director.

## Knowledge, Skills and Abilities Expected to Have or Acquire on the Job

A thorough knowledge of the purpose and need for recreation programs and how they operate within a governmental context; a working knowledge of office and accounting/budget procedures; a good knowledge of safety rules and regulations for recreational programs; the ability to determine community interest and needs, and develop, -plan and administer programs; the ability to recruit and maintain volunteers; the ability to prepare reports and compile statistical data for public review; the ability to express oneself orally and in writing.

## Education and Experience

Graduation from an accredited high school or the receipt of a G.E.D. is mandatory. College or university courses in recreation, lifetime sports, or equivalent is highly desirable. Experience in working with groups and planning projects will greatly assist in job accomplishment. Some experience or training in budgeting and/or accounting is also desirable.

## Additional Requirements

Must have a valid driver's license and personal vehicle for use in performing the job.

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