

# **FARMINGTON CITY**

## Job Description

<b>Title:</b> Gymnasium Coordinator	<b>Code:</b>
<b>Department:</b> Parks and Recreation	<b>Pay Grade:</b> 6 \$13.27
<b>Division:</b> Gymnasium	<b>Effective Date:</b> March 1, 2016

### GENERAL PURPOSE

Gymnasium Coordinator performs responsible work related to perform general duties at the gymnasium in the following areas; front desk operations, crowd control, special events, fitness area, running track and any other tasks set by the Gym Manager.

### SUPERVISION RECEIVED

Works under to close supervision of the Gym Manager or Parks and Recreation Director. Work closely with other full time Recreation Coordinators.

### SUPERVISION EXERCISED

The Gymnasium Coordinator supervises, schedules, trains and evaluates seasonal employees and both youth and adult volunteers.

### ESSENTIAL FUNCTIONS

Acts as receptionist, greets and directs visitors, and patrons. Receives and answers telephone calls, receives Patrons into facility; receives payments and fees and admits patrons; operates computer (point of sale items, processes computerized memberships, activity registrations) and accounts for revenues; gives change; checks memberships for validity; monitor patron compliance with established rules and policies and processes paperwork.

Performs scheduled upkeep and maintenance of facility; clean floors, walls, windows, sports equipment, etc.; monitors general activities of facility to ensure safety; receives inventory deliveries, verifies accuracy of shipment; stocks supply storage areas.

Gymnasium coordinator will assist in ensuring safety of facility and maintaining sports equipment and perform work related to planning, coordinating, and conducting a variety of recreation programs such as youth and adult sports and athletic field allocations. Develops, coordinates and cooperates with other agencies to provide programs for all to enjoy and to enhance their physical, mental, and emotional well-being through participation in organized activities.

Assists in delivery of youth and adult activities held in the gym; Conduct and actively participate in scheduling daily activities; Monitor use of all indoor areas as assigned; Provides effective customer service in dealing with patrons and participants; Assists in maintaining and controlling of supplies and equipment; Monitors safety of facility and program environment; Regularly attends job specific training; Assist in keeping record of attendance, inventory and maintenance of janitorial supplies.

Initiates and coordinates the daily follow-up and implementation of activities as needed to assure timely delivery of scheduled events, classes, league play and programs; supervises the operation and activities of such programs as basketball, tennis, softball, football, arts & crafts, gymnastics, etc. Assists in planning and organizing recreation and leisure programs on a City wide basis. Multiple programs often run simultaneously.

Prepares and presents written and oral information to supervisors/managers, program participants, and community groups regarding program services and events. Coordinates and evaluates various recreation programs with other agencies to establish cooperative efforts and facilitate services.

Provides immediate supervision over recreation activities and seasonal, temporary or volunteer personnel; oversee coaches, activity specialists, site supervisors and officiators and conducts training as needed; may officiate or referee games.

Schedules leagues, programs and events; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.

Assists in public relations by finding volunteer workers and presenting new programs to the general public; conducts program registration; completes post-program evaluations to assure effectiveness.

Carries out publicity programs; publications, flyers and brochures to promote city-wide interest and use of recreation facilities and program participation.

Controls use of equipment and facilities by signing out equipment. Coordinates or assists in appropriate preparation of facilities for program use. Recommends facility improvements or maintenance.

Provides effective customer service in a courteous and helpful manner. Handles complaints from coaches, participants, organizations, negotiates to achieve solutions which better the recreation and leisure service programs and services.

Helps with preparing cost and revenue projections for specific programs and events. Identifies/evaluate vendor/consultant products or services. Obtains and reviews bids, quotes or proposals. Recommends selection of vendors for services.

Works a variety of hours as needed to handle programming areas, facilities and to provide service to customers.

Performs related duties as required.

#### MINIMUM REQUIREMENTS

Education and Experience:

A. High School Diploma or GED;

AND

B. Two year of an equivalent combination of education and experience in recreation program administration, physical education, teaching, coaching, or related experience and in developing recreation or leisure programs in municipal settings.

Required Knowledge, Skills, and Abilities:

**Knowledge** of basic mathematics related to cashiering and changing money; basic interpersonal communication skills and basic principles and practices of recreation administration. Strong organizational skills and attention to detail.

**Ability to** operate cash register; establish and maintain effective working relationships with employees, young people and adults, ability to communicate effectively verbally and in writing, and give excellent customer service and make decisions.

Performs related duties as required

Special Qualifications:

Must possess a valid driver's license

#### WORK ENVIRONMENT

Employment in this position is At-Will and permanent part time. Mandatory meetings will be held during the month of hiring, during the operating period, and Bi-monthly mandatory staff meetings are held periodically each month. Incumbent on the position is the ability to perform in an atypical office setting with appropriate climate controls. Tasks require various physical activities such as walking, sitting,

bending, reaching, lifting up to 50 pounds, and periods of time spent at a computer terminal. Frequent communicating with the public requiring the ability to talking, hearing and seeing with certain aspects for the job eligible for accommodation. Mental application utilizes memory for details, verbal instructions, emotional stability, and discriminating thinking.

#### HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, and race. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to a physical examination to determine if he/she is able to perform job-related functions. Hiring is also conditioned upon submission to and successfully passing a blood and urine test to screen for the presence of drugs and alcohol.