

**CITY OF ALMA
JOB DESCRIPTION**

PARKS AND RECREATION PROGRAM COORDINATOR

Supervised By: Finance Director/Treasurer and Library Director

Supervises: Summer Parks Program Staff

Position Summary:

Under the general supervision of the Finance Director/Treasurer and Library Director, the Parks and Recreation Program Coordinator will be responsible for overseeing all recreation programming for the City of Alma. The position will oversee activities including, but not limited to, the Summer Parks Program, adult recreational sports leagues, outdoor senior activities, outdoor teen programming, recurring family programming in the parks, and other one-time recreational events in the parks. This person will also coordinate with the Library Director for programming assistance at the Alma Public Library. This is a grant funded position that is currently funded through September 30, 2026.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans and oversees activities related to the Summer Parks Program. This includes, but is not limited to, hiring summer camp staff, planning daily activities, coordinating field trips, purchasing necessary supplies, and participating in the daily programs in an oversight role.
2. Plans and oversees adult recreational sports leagues and tournaments for sports such as softball, kickball, soccer, and disc golf. Hire and manage officials for the league, coordinate with coaches, and ensure that the playing fields are properly prepared for events.
3. Creates and oversees dedicated outdoor recreational opportunities for senior citizens in the community.
4. Creates and oversees dedicated outdoor recreational opportunities for teenagers and young adults.
5. Creates and oversees dedicated outdoor recreational opportunities for families and adults.
6. Plans winter activities that can encourage better utilization of our parks during the winter months. Oversees program where community members can rent winter recreation equipment to use in the parks during the winter.
7. Hosts weekly game nights in the park and collect games after usage.
8. Coordinates monthly educational and training service events for both young adults and seniors to provide them with free training on important topics.

9. Assists library personnel with recreational activities hosted at the Alma Public Library.
10. Collects and organizes data required for grant submission.
11. Effectively works with other community organizations to recruit volunteers and program participants for various activities.
12. Researches and prepares applications for various recreation related grants and private funding opportunities.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree in outdoor & environmental recreation; recreation, parks, and leisure services administration; sports management; exercise and health science; education; business management; or other related field strongly preferred. Associates degree in a related field or prior experience with overseeing recreational programming may be considered.
- One or more years of experience in a supervisory role is required.
- Prior experience in the field of parks and recreation management is preferred.
- A general knowledge of principles and techniques of research and statistical analysis.
- Knowledge of trends in outdoor recreation usage, including social and economic factors, and ideas to best utilize these trends.
- Knowledge of general concepts and principles of ecology, land use, conservation, and planning, particularly as they relate to outdoor recreation and recreational and historical resources.
- Ability to communicate effectively, both orally and in writing, and prepare reports for both internal reporting and grant compliance purposes.
- Ability to creatively solve complex outdoor recreation related problems as they arise with minimal supervision.
- Ability to exercise a high degree of diplomacy and work effectively under stress in contentious or confrontational situations.
- Ability to coordinate multiple projects at a time and efficiently and effectively manage all projects in a timely manner.
- A base level of proficiency in basic computer programs such as the Microsoft Office suite and Adobe Acrobat.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to travel to various locations within the City, primarily the various designated parks, library, and city hall, and perform work outside. Noise conditions will vary based on the activity, but should remain at a low to moderate level in most cases. While performing the duties of this job, the employee is frequently required to communicate with others in person and on the phone. The employee must regularly lift and/or move items of light to moderate weight in preparing activities in the park.