



CITY OF HICKMAN, NEBRASKA
JOB DESCRIPTION

115 Locust Street / P.O. Box 127
Hickman, Ne 68372-0127
Phone: 402.792.2212
Fax: 402.792.2210

Job Title: Activities & Community Center Coordinator

Department: Administration

Reports To: City Clerk, City Administrator, Mayor and City Council

FLSA Status: Non-Exempt, Non-Volunteer, Part Time

Date: March 2017

Job Summary:

Responsible for the overall planning, directing, scheduling and supervision of indoor and outdoor municipal recreation programs and community center activities. Develops and handles all public relations for the community center rentals and activities and recreation department; inspects areas, facilities and equipment to determine inventory, safety, adequacy and maintenance needs; organizes and directs recreation activities; makes reports, maintains records and provides other information as requested or required by city officials. Responsible for all scheduling and policy implementation for use of the community center and public meeting room facilities (Examples: Athletic Games, Practices, Tournaments, Open Gym Time for Public Use, Wedding Receptions, Family Reunions, Birthday & Anniversary Parties, Educational Seminars & Training, Community Association Meetings & Gatherings, etc...) Encourages community participation to promote healthy activities and develops a positive approach to public relations in the community.

Knowledge, Skills and Abilities:

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Input and retrieval functions utilizing a variety of computer software and website application programs as well as utilizing word processing, spreadsheets and databases.
- Proper telephone etiquette.
- Routine office procedures and standard clerical techniques.
- Record keeping, handling money.

Ability to:

- Communicate effectively both verbally and in writing and utilize proper telephone etiquette.
- Utilize the English language, proper grammar, spelling and punctuation.
- Demonstrate effective listening and communication skills to ensure customer understanding.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Knowledge, Skills and Abilities continued:

- Provide the general public, professional staff, governmental agencies and City Officials a high level of friendly, comprehensive, accurate and efficient customer service for requests and inquiries while maintaining a positive and effective working relationship.
- Understand and follow both oral and written instructions.
- Plan and organize a personal work schedule, set priorities, and perform job duties efficiently while managing frequent interruptions.
- Learn city policies and apply these policies when dealing with inquiries from the general public and/or other co-workers.
- Apply sound judgment in making decisions.
- Maintain the confidentiality of appropriate communications, documents, transactions and critical information.
- Utilize a variety of computer programs and applications, software, word processing and spreadsheets necessary to perform the functions of the job.
- Prepare and maintain departmental records, reports and correspondence pertaining to the functions of the city.
- Schedule community center activities accurately and without conflict.
- Type accurately using a personal computer.
- Operate standard office equipment.

Skills in:

- Problem solving and critical thinking to conduct fact-finding projects.
- Utilizing computers and various software and website applications.
- Verbal and written communication with ability to communicate effectively while maintaining tact and professionalism.
- Establishing and maintaining effective working relationships with the public, other employees, other governmental agencies, and municipal officials.

Education and Experience:

1. Preferred Associates Degree in Parks & Recreation Management or related field; or High School diploma or GED equivalent with three proven years of equivalent experience.
2. Previous experience working in a recreational activity field and/or community center scheduling.
3. Certifications/Licenses in any athletics, sports or scheduling related field.
4. Prefer experience and/or training in coordinating youth and adult recreational activities and community center rentals.
5. Must be willing to obtain further education, training, and certifications as deemed appropriate by the employer.
6. Valid driver's license.

Essential Job Functions:

- Oversees the daily operation of municipal recreation activities, programs & scheduling of the community center and public meeting rooms for public and private events.
- Evaluates effectiveness of recreation areas, facilities, and services; develops immediate and long-range plans and goals to meet the recreational needs of all age groups.
- Responsible for full scheduling, training, safety training, vendor, schools, coach contacts, & supervising employees & coordinating Volunteer & Community Service activities.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.

Essential Job Functions continued:

- Seeks input from Park and Recreation Director in the preparation of the annual budget needs and direct expenditures of department funds with assistance of Assistant City Administrator/City Clerk/Finance Director.
- Inspects all areas and equipment of the community center and meeting rooms to determine safety, adequacy and maintenance needs.
- Responsible for the development of marketing information designed to attract and enhance program participation, including yearly signup sheets, program/facility brochures, and waivers.
- Oversees and reports the community center inventory and purchase of equipment and supplies.
- Attends city staff, recreational group, school district and other meetings as requested.
- Solicits individual, corporate contributions, donations and co-sponsorships for events and programs.
- Responsible for maintaining/obtaining accurate records & evaluation summaries for all programs.
- Performs additional duties as assigned or requested by the Assistant City Administrator/City Clerk/Finance Director, City Administrator or Mayor.

Wages, Hours and Benefits:

Flexible and telecommute work hour scheduling, requires some evening and weekend work hours; paid holiday, vacation and sick time off; City laptop computer and/or smart phone may be provided. Average of 20-30 hours per week. Starting Wage \$11.50 to \$18.50 per hour.

Physical Requirements*:

Seeing and hearing: read documents, computer screen, answer phones, communicate in person	up to 75-100% per day
Standing and walking	up to 50-75% per day
Sitting	up to 0-25% per day
Climbing, stooping, squatting and kneeling	up to 25-75% per day
Dexterity: utilizing phone, typing, and writing	up to 75-100% per day
Lift in excess of 15 pounds	up to 25-50% per day

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.