

## **BATH TOWNSHIP**

### Job Description

**Title:** Recreation Coordinator

**Reports To:** Deputy Superintendent

**Positions Supervised:** Volunteers and Coaches

**Employment Status:** FLSA Exempt

#### **Broad Statement of Responsibilities:**

Plans, organizes, and implements community events and programming (sport, recreational, and cultural) on behalf of Bath Charter Township, and operates and promotes the Bath Farmers Market. Performs related duties as required.

#### **Recreation Duties and Responsibilities:**

An employee in this position may be called upon to do any or all of the following essential duties and responsibilities. These examples do not include all of the duties that the employee may be expected to perform. Other reasonably related administrative functions may be assigned and management retains the right to add or change duties at any time.

- Conducts research to identify programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new programs or modifications of existing programs to meet community needs.
- Ensures that a variety of sport, recreation and cultural programs are planned and implemented; and evaluates the effectiveness of these programs, ensuring they are successful.
- Plans and implements programming for the Senior Center.
- Recruits and coordinates volunteers and coaches.
- Creates schedules for activities and facilities, and ensures that space and facilities are available and in proper condition for activities.
- Assists with promoting programs through active community relations campaigns, and maintains constant community engagement.
- Responds to concerns, problems, and/or complaints in a timely manner, maintaining a customer service philosophy.
- Maintains inventory of recreation supplies and equipment, initiating repairs/replacement, and ordering.
- Assists with recreation budget; prepares program reports concerning programs, costs, participant numbers, and equipment and facility use.
- Assists with development and implementation of policies, practices, procedures, and attainment of operating goals.
- Participates in training to stay current on rules and regulations/standards pertaining to the recreation industry and programs.
- Undertake additional duties as assigned by the Deputy Superintendent and/or Superintendent.

### **Farmers Market Duties and Responsibilities:**

- Sets up market site, remains on-site during Market hours as the primary Market contact, and takes down tents and other equipment at the end of the market as necessary.
- Vendor relations:
  - Recruits and retains farmers and vendors.
  - Corresponds and interacts with vendors.
  - Assigns vendor spaces.
  - Enforces Market rules and regulations.
  - Resolves conflicts.
  - Collects, records, and submits vendor fees for deposit.
- Schedules and organizes special events (e.g., cooking demonstrations, presentations, kids activities, etc).
- Collects market data (e.g., customer counts, produce availability) and provides reports.
- Creates and delivers Market promotion messages on a regular and ongoing basis.
- Manages the Market food assistance programs (e.g., the Supplemental Nutrition Assistance Program, Double Up Food Bucks, Project FRESH), as well as debit and credit card transactions.

### **Employment Qualifications:**

- A Bachelor's Degree (B.A./B.S.) in business or parks administration, recreation, or other related field preferred, a valid State of Michigan Drivers License is required, and a minimum of two years of relevant experience.
- Skills in computer usage with experience in online database information systems.
- Ability to effectively communicate verbally and in writing.
- Ability to meet the public and discuss problems, complaints, and issues of concern in a tactful, courteous, and effective manner.
- Set-up and take down the market each week, lifting 30-50 lbs, moving equipment and tents.
- Handle cash, count accurately, provide receipts.
- Ability to work cooperatively with supervisors, other staff members, other department personnel, vendors, and the general public.

### **Additional Qualifications:**

- ServSafe Certification, or ability to attain within six months
- Michigan Farmers Market Association (MIFMA) Market Manager Certification preferred