

# CITY OF ALVA

## JOB DESCRIPTION

---

|                      |   |
|----------------------|---|
| <b>TITLE:</b>        | <b>ARC Program Coordinator/Assistant Director</b> |
| <b>DEPARTMENT:</b>   | <b>Alva Recreation Complex</b>                    |
| <b>REPORTS TO:</b>   | <b>ARC Supervisor</b>                             |
| <b>FLSA STATUS :</b> | <b>Non-Exempt</b>                                 |
| <b>GRADE :</b>       | <b>7</b>  |
| <b>SALARY:</b>       | <b>\$30,519.38 - \$42,245.95</b>                  |

---

### **NATURE OF WORK**

Works under the direct supervision of the Alva Recreation Supervisor. The ARC Program Coordinator is responsible for planning and coordinating activities for the Alva Recreation Complex (ARC) and the City of Alva. The activities must reflect the ARC and City of Alva needs, abilities and interests; additionally, activities must be safe, fun and meet the goals of the ARC and City of Alva. At all times, the ARC Program Coordinator must have a positive attitude and be responsive to citizen needs.

### **ESSENTIAL JOB FUNCTIONS**

1. Responsible for all job duties when the director is absent
2. The ARC Program Coordinator will work to promote positive public relations at all time for the Alva Recreation Center and the City of Alva.
3. Will undertake a variety of administrative and program management tasks, including help in planning, organizing, developing, scheduling and evaluating programs and activities, as well as carry out important operation duties.
4. Facilitate effective management of programs according to the ARC and City of Alva standards.
5. Schedule recreation facilities and supervise condition of facilities.
6. Coordinates with various community agencies and other City departments to provide opportunities which reduce juvenile crime through the use of youth programs and community involvement programs.
7. Establish team rosters, schedule leagues and tournaments, enforce rules and regulations of recreation and athletic programs.
8. Provide clerical support, program registration, answer telephones, and maintain correspondence with other divisions or agencies; may respond to public inquiries about the facility.
9. May assist in the development of classes, schedules, and implantation of activities, programs, and coordinates with the recreation programs for facility usages.
10. May coordinate with staff on week nights, weekends, and holidays.
11. May open and close the operations of the recreation facility.
12. May perform custodial maintenance work. Set up tables, sports equipment, chairs, and bleachers for classes and programs.
13. May provide security for the building and grounds. In addition, makes safety checks on the facility and eliminate hazards to ensure complete safety of the patrons.
14. Responsible for mowing and weed eating park when needed
15. Other duties as assigned.

---

*Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Revised: July 2020

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

Course work from college with an emphasis in recreation administration or closely related field, and six (6) months experience in public recreation.

Bachelor's degree preferred.

## **SUPERVISORY RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED**

Must possess a valid Oklahoma Driver's License;

Must be able to obtain any other certifications as needed for position.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow oral and written instruction;
- Sufficient experience with sports: softball, baseball, football, soccer, basketball;
- Willing to work outdoors in all types of weather;
- Has ability to problem solve;
- Has a commitment to high quality work and attention to detail;
- Is a motivated self-started with the capacity to take full ownership of the position's duties;
- Embraces professionalism and behavioral characteristics to maintain the high standards of an environment committed to excellence and an honorable moral code of ethics;
- Willingness to accept fluctuating schedules
- Has the ability to communicate with team members, other employees and the general public in a professional manner.

## **PHYSICAL/MENTAL REQUIREMENTS**

Must possess valid Oklahoma Driver's License. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Ability to perform heavy Manual labor tasks in extreme weather conditions for long periods of times. Excellent attendance record required.

Maintain emotional control under stress

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

The ARC Program Coordinator will work in a variety of settings, which may include work indoors and outdoors. The ARC Program Coordinator typically has to maintain a flexible schedule in relation to planned activities; this may include working nights and weekends.