

**JOB TITLE:** RECREATION COORDINATOR  
**DEPARTMENT:** PARKS AND RECREATION  
**FLSA STATUS:** NON-EXEMPT  
**FULL TIME:** YES

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**JOB SUMMARY:** This position is under the direct supervision of the Parks and Recreation Superintendent. The incumbent is responsible for supervising, assigning and reviewing the work of the aquatics staff. The incumbent is also responsible for maintaining and providing a safe and orderly environment at the Aquatic Center, City Gym and Activity Center. The incumbent will collect admission fees, assist patrons and perform or supervise the performance of custodial functions at the Aquatic Center and City Gym. The incumbent will also coordinate and organize a variety of recreational programs and classes, while supervising and recruiting instructors for recreational classes and contract labor for recreational programs. The incumbent will work a varied work schedule with frequent evening work and some weekend work.  
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**ESSENTIAL JOB FUNCTIONS:**

- Plan, prioritize, assign, supervise and review the work of the aquatics staff, class instructors and recreational program staff.
- Participate in the selection of lifeguard staff and class instructors; provide or coordinate staff training.
- Monitor chemicals and supplies needed for the safe operation of the Aquatic Center.
- Prepare a variety of analytical reports on operations, activities and finances of the aquatic and recreation programs.
- Open and close facilities, locking doors and securing equipment during non-operational hours.
- Reconcile and balance pool admission fees, gym admission fees and fees for other activities.
- Attend and participate in meetings and training, learning new trends and innovations in the fields of first aid, water safety instruction, lifesaving and recreation class programming. Oversee in-service training to insure that swimming pool managers are providing quality in-service training to insure the safe operation of the Aquatic Center and the preparedness of the Aquatic Center staff.
- Complete reports on all incidents and accidents at Parks and Recreation facilities; notify emergency personnel as needed. Oversee the compilation of chemical reading reports as required by the Texas Department of Health.
- Requires light to moderate lifting, climbing, bending, stooping, swimming or walking. Lift 50 pounds without assistance. Also standing and sitting may be required for prolonged periods of time.
- Identifies recreational needs of the community and develops programs to meet those needs.

**OTHER JOB FUNCTIONS:**

- Organize the City swim team, select and supervise all swim team coaches, organize swim meets, organize participation in out-of-town swim meets and prepare swim team rosters. Attend Texas Amateur Athletic Federation regional meetings to obtain information pertaining to the swim team, such as, but not limited to meet schedules and registration procedures.
- Collect swim team fees, vending machine monies and prepare reports on all money received.

- Operate a motor vehicle in order to attend meetings or training, attend activities or procure supplies.
- Answer telephone calls, provide information to the public, dispense recreation equipment to the public, register patrons for activities and assist the Parks and Recreation Superintendent as needed.
- Actively participate in parks and recreation professional organizations and attend training and seminars to obtain knowledge of trends and best practices in the field of recreation programming and event planning.
- Perform all other duties as assigned.

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**REQUIRED EDUCATION, DEGREES, CERTIFICATION AND/OR LICENSES**

- Graduation from an accredited high school is required. A college degree is preferred, but not required. College course work is strongly desired.
  - Must possess a valid Texas Driver's License, and driving record must be within guidelines set forth by the City of Mineral Wells.
  - Obtain a Red Cross Lifeguard Certification within six (6) months of hire date
  - Ability to obtain a valid C.P.R., A.E.D. and first aid certifications.
  - Ability to obtain certification as a Certified Pool Operator (C.P.O.) or as an Aquatic Facility Operator (A.F.O.) within nine months of hire date.
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**EXPERIENCE, TRAINING, KNOWLEDGE OF SKILLS:**

- Three years of increasingly responsible experience in water safety, including one year of supervisory or lead responsibility.
- Some college course work or experience in recreation programming is highly desirable.
- Must have effective oral and written communication skills.

**PREREQUISITES OF EMPLOYMENT:**

- Must not have a conviction for a felony or crime of moral turpitude.
- Standard Background Inquiry Required

**STARTING SALARY \$18.25 per hour.**

**EMPLOYEE BENEFITS:** Employees of the City of Mineral Wells receive City paid Hospitalization and Life Insurance with optional dependent hospitalization, City paid Long-Term and Short-Term disability, dependent and employee dental and vision; Flexible Spending Accounts (FSA); TMRS Retirement Plan; ICMA RC retirement at employee's expense; Sick Leave Benefits; Employee paid AFLAC, Certification and education pay\* (up to \$500 per month), 10 days paid vacation, 10 paid holidays, and one personal holiday.

**HOW TO APPLY:** Application must be submitted on the City's Application for Employment form which is available from and returnable to: City of Mineral Wells, City Clerk/Personnel Office, P.O. Box 460, 115 S.W. First Street, Mineral Wells, TX. Applications are also available on the City's website at [www.mineralwellstx.gov](http://www.mineralwellstx.gov). Please call Sherri Lee, HR Coordinator at 940-328-7701 for further information.

**THE DEADLINE FOR SUBMITTING AN APPLICATION IS October 18, 2019.**

Applications must be delivered to the City Clerk/Personnel Office, or postmarked no later than the deadline in order to be considered.

**THE CITY OF MINERAL WELLS IS AN EQUAL OPPORTUNITY EMPLOYER**

\*Conditional