

**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 City Pool, City Gym and Activity Center. The incumbent will collect admission fees, assist patrons and perform or supervise the performance of custodial functions at the City Pool 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 pool.
- 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.
- Complete reports on all incidents and accidents at Parks and Recreation facilities; notify emergency personnel as needed.
- Requires light to moderate lifting, climbing, bending, stooping, swimming or walking. 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.
- Collect swim team fees, vending machine monies and prepare reports on monies 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.
- Perform all other duties as assigned.

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

- Graduation from high school or equivalent (G.E.D.), a college degree is preferred but not required.
- A valid Texas Driver’s License with a good driving record.
- Ability to obtain a valid C.P.R. and First Aid Certificate.
- Ability to obtain certification as a Certified Pool Operator (C.P.O.) or as an Aquatic Facility Operator (A.F.O.)

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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 preferred.
- Must have effective oral and written communication skills.

**STARTING SALARY \$15.27 per hour.**

**EMPLOYEE BENEFITS:** Employees of the City of Mineral Wells receive City paid Hospitalization and Life Insurance with optional dependent hospitalization, dependent and employee dental and vision; Flexible Spending Accounts (FSA); ICMA RC retirement at employee’s expense; TMRS Retirement Plan; Sick Leave Benefits; Certification and education pay (up to \$500 per month), 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 **January 5, 2018.****

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

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

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*