

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Recreation Coordinator- Jennings</b>	Department:	Parks & Recreation
Requisition Number:	2023224		
Hours:	Summer hours 9:00 a.m. – 5:00 p.m., afterschool program 3:00 – 7:00 p.m. except when school is out 9:00 a.m. – 5:00 p.m.	Rate of Pay:	\$17.00 per hour
Date Posted Up:	7/14/2023	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Supervisor – CYC, the incumbent helps in the successful delivery of CYC programs. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Plans, leads, organizes, and evaluates CYC activities;
- Maintains all equipment and supplies needed for each activity;
- Maintains discipline among CYC participants;
- Performs duties in accordance with the City’s safety rules operating regulations and practices, and follows required procedure for reporting injuries;
- Attends CYC staff meetings as required;
- Communicates effectively both orally and in writing;
- Gathers and organizes all supplies and equipment needed for each activity;
- Keeps accurate daily attendance for each activity and reports this to CYC Supervisor;
- Helps maintain and updates current registration file for all participants;
- Assists in the marketing efforts of the CYC as assigned;
- Helps out or fills in when needed in other program/class areas, performs other duties at CYC such as answers phones greets public, closes/secures building and sets up for programs, classes and other activities as needed;
- Reports irregularities and abnormal conditions at facility to supervisor.
- Assists the CYC Program Facility Coordinator in their absence;
- Assists in the training of seasonal staff;
- Responsible for tracking and documenting daily After school/summer program participation numbers
- Assists with ensuring all seasonal staff have access to materials/supplies needed for successful programming;
- Fills where needed when seasonal staff are absent or need assistance.

**MARGINAL FUNCTIONS**

Performs other duties as required.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

Daily supervision of 5-10 seasonal staff

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

## **EDUCATION and/or EXPERIENCE**

- Two years of post-high school education in Physical Education or Leisure Studies or two years' experience in recreation or leisure activities, or equivalent combination of education and experience;

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- General knowledge of working effectively with people in the work place as well as in the public;
- Excellent organizational and communication skills both orally and in writing;
- Ability to take own initiative to plan and organize activities in a timely manner;
- Attends Hepatitis B orientation and turns in acceptance or denial waiver.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS – Required for Continued Employment**

- Valid Indiana Driver's License if a City vehicle is used.
- Certified in First Aid and CPR by the American Heart Association within two weeks of employment (provided by the City's Risk Management Department).
- ServSafe Certificate

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.