

BOARD OF PUBLIC WORKS AND SAFETY
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	June 27, 2023	Meeting Date:	July 5, 2023
Contact Information:			
Requested by:	Chip Orner, Director of Parks & Recreation		
On Behalf of Organization or Individual:	Parks & Recreation		
Telephone:	317-736-3689		
Email address:	corner@franklin.in.gov		
Mailing Address:	396 Branigin Blvd., Franklin, IN 46131		
Describe Request:			
Approval of job description for Recreation/Events Coordinator position for the Parks & Recreation Department			
List Supporting Documentation Provided:			
Recreation/Events Coordinator job description			
Who will present the request?			
Name:	Chip Orner, Director of Parks & Recreation	Telephone:	317-736-3689

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

**POSITION DESCRIPTION
CITY OF FRANKLIN, INDIANA**

POSITION: Recreation Coordinator
DEPARTMENT: Parks and Recreation
DIVISION: Recreation
WORK SCHEDULE: 37.5 hours per week, nights and weekends as required
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN:		STATUS:	Full-time
DATE REVISED:	June 2023	FSLA STATUS:	Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

Incumbent serves as the Recreation Coordinator for the Parks and Recreation Department, responsible for the planning, development, marketing, implementation, evaluation and supervision of Department recreation programs/activities for seniors, adults and youth to include cultural arts, physical activities, special interest classes and summer programs. Incumbent also assists in the management all Department sponsorships, community events, AMP events, volunteers and community engagement programs.

DUTIES

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ensures assigned personnel receive information and training regarding City personnel policies, including prevention of discrimination and sexual harassment, and safety/health policies and precautions, including blood borne pathogens control, First Aid and CPR.

Plans and implements diversified recreation programs for the community. Includes assessing citizen needs/interests, developing short and long range plans, soliciting/utilizing volunteers, conducts staff training sessions, evaluating programs and recommending new programs/activities as needed.

Works with the Department marketing coordinator to include seasonal brochure development and the creation of various marketing tools.

Maintains various detailed records as required, such as personnel time sheets, activity schedules, participation/attendance, fee receipts, accident/injuries, and programs/incidents. Assists in compiling reports as required.

Responds to public complaints and inquiries, providing information and resolving problems as requested.

Prepares and manages program related budgets, including financial projections, event & program budgets, expenditures and financial record maintenance. Assists in assessing Department needs and developing long range goals, objectives and budget.

Maintains current knowledge of trends and developments in the parks and recreation field, including reading professional publications and periodically attends seminars.

Manages Department sponsorship, volunteer and community engagement programs.

Performs related duties as assigned.

JOB REQUIREMENTS

Bachelor's Degree in Parks & Recreation or related area and 1-3 years of related experience, or equivalent of education and experience.

Thorough knowledge of and ability to make practical application of principles and practices of recreation program management, financial management and budgeting, city policies against discrimination and sexual harassment, and various City and OSHA safety and health policies and procedures, including First Aid, CPR and blood borne pathogens.

Ability of supervise and direct assigned personnel including interviewing applicants, making hiring recommendations, making work assignments, evaluating performance, providing training and corrective instruction and terminating as needed.

Ability of effectively communicate orally and in writing with co-workers, other City department, school personnel and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to maintain accurate records, prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, cash register, adding and fax machines and multi-phone line telephone.

Ability to understand and follow written and oral instructions, plan and layout assigned work projects, and work alone and with others in a team environment with minimum supervision.

Ability to work rapidly for long periods and work on several tasks at the same time, often under time pressure.

Ability of make simple arithmetic additions and subtractions, and assist in preparing and managing program area budgets.

Ability to physically perform assigned duties, including sitting and/or walking/standing for long periods, lifting/carrying objects weighing more than 50 pounds, pushing/pulling objects, bending at waist, reaching, handling/grasping objects, climbing stairs and close vision.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergency situations.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travels out of town, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures, exercising independent judgment in supervising and directing personnel, managing concession operations and ensuring compliance with Department rules and safety policies and procedures.

RESPONSIBILITY

Incumbent performs various management and supervisory functions according to Department goals, objectives, policies and procedures and standards of the professional field. Incumbent discusses with supervisor unusual and/or unprecedented situations, such as potential legal problems and issues effecting the entire Department. Incumbent's work is reviewed primarily for soundness of judgment, appropriate supervision or direction of assigned operations, and effect on Department goals and objectives.

PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other City departments, and the public for purposes of exchanging and explaining information, coordinating operations and activities, supervising and directing personnel and resolving problems.

Reports directly to the Recreation Director.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in a standard office, outdoors and in a vehicle sitting and/or standing for long periods, lifting/carrying objects weighing less than 50 pounds, reaching, handling/grasping and close vision. Incumbent may be exposed to traffic, noise, communicable diseases, extreme temperatures and inclement weather. Universal health/safety precautions must be followed at all times to avoid contamination/injury of self and others.

Incumbent occasionally works extended evening and/or weekend hours, and occasionally travels out of town, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The position description for the position of Recreation Coordinator for the Parks and Recreation Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this position description, and understand that it is not a contract of employment. I am responsible for reading this position description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the position duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date