

Village of Winthrop Harbor

Job Description – Part-Time Recreation Coordinator

JOB TITLE:

Recreation Coordinator

STATUS:

Pay Range: \$17-\$21.50 an hour

Part Time (20-29 Hours Per Week)

REPORTS TO:

Director of Parks & Recreation

PRINCIPAL PURPOSE OF JOB:

The Recreation Coordinator assists in the planning, organization, promotion, registration, and evaluation of recreation programs, youth sports leagues, community events, and facility rentals. The position serves as a key point of contact for participants and residents while providing operational, financial, marketing, and administrative support to the Parks and Recreation Department. The Coordinator regularly works evenings and weekends to support programs and special events.

WORK ENVIRONMENT:

The Recreation Coordinator works in a combination of office, recreation facility, park, and community event settings. Duties regularly include direct interaction with residents, program participants, volunteers, instructors, officials, vendors, and community partners.

Work is performed both indoors and outdoors and may involve exposure to varying weather conditions, including heat, cold, wind, and rain while supporting recreational programs, athletic leagues, special events, and community activities.

This position requires a flexible schedule, including frequent evening and weekend hours to accommodate youth sports programming, recreational activities, community events, facility rentals, and departmental functions. The Coordinator must be able to effectively manage multiple projects and priorities in a fast-paced environment while maintaining a high level of customer service and professionalism.

The employee will regularly utilize computers, recreation management software, office equipment, and social media platforms while also performing field-based responsibilities related to program and event operations. The position requires independent judgment, strong organizational skills, adaptability, and the ability to work collaboratively with staff, volunteers, and the public.

ESSENTIAL DUTIES:

- Coordinate and assist with the planning, implementation, and evaluation of recreation programs, youth sports leagues, camps, special events, and community activities.
- Serve as a primary point of contact for residents, participants, instructors, volunteers, officials, vendors, and community partners by providing exceptional customer service in person, by phone, and through electronic communication.
- Assist with the development, promotion, registration, and day-to-day administration of recreation programs and athletic leagues.
- Coordinate participant registrations, facility reservations, program enrollment, and rental requests utilizing recreation management software and departmental procedures.
- Assist with the planning, setup, operation, and breakdown of special events, community celebrations, and department-sponsored activities.
- Develop and distribute promotional materials, program guides, flyers, press releases, website content, and social media communications to increase community awareness and participation.
- Monitor program participation, collect and analyze data, and prepare reports to evaluate program effectiveness and community needs.
- Assist with recruiting, training, scheduling, and supervising volunteers, instructors, referees, and event personnel.
- Support the Parks & Recreation Director with program development, budgeting, purchasing, sponsorship opportunities, and community partnerships.
- Process registrations, permits, fees, and miscellaneous payments while maintaining accurate financial records and providing daily cash handling and reconciliation.
- Prepare and maintain reports, correspondence, schedules, records, spreadsheets, databases, and other departmental documentation.
- Assist with budget tracking, purchase orders, invoices, payroll documentation, deposits, and other financial and administrative functions.
- Maintain accurate program, participant, facility rental, and event records in accordance with Village policies and procedures.
- Respond to public inquiries, concerns, and complaints in a professional and timely manner, resolving issues independently when appropriate or referring matters to the Parks & Recreation Director.
- Collaborate with other Village departments, community organizations, schools, and local businesses to support recreational opportunities and community initiatives.
- Perform routine facility and program site visits to monitor operations, ensure safety standards are maintained, and address participant needs.
- Ensure compliance with department policies, risk management practices, safety procedures, and applicable regulations.
- Attend and work assigned evening and weekend programs, sporting events, community events, and Village functions.
- Assist in identifying new recreation opportunities, program trends, and community interests that enhance services offered by the Department.

EDUCATION and/or EXPERIENCE:

Graduation from high school or possession of a GED equivalent is required. An Associate's/Bachelor's Degree in Parks and Recreation, Sports Management, Business Administration, Event Management, Communications, or a related field is preferred. Two (2) years of progressively responsible experience in recreation programming, youth sports, event coordination, customer service, or administrative support is preferred. Any equivalent combination of education and experience that provides the required knowledge, skills, and abilities may be considered.

The ideal candidate will demonstrate strong organizational and communication skills, the ability to manage multiple priorities in a fast-paced environment, and a commitment to providing exceptional customer service to residents, participants, and community stakeholders. Experience with recreation management software, social media marketing, Microsoft Office applications, cash handling, and program registration systems is preferred.

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.

Applicants must be able to successfully pass a drug screen to be hired.

While performing the duties of this job, the employee is regularly required to walk, stand, stoop, and sit at a desk. The employee must occasionally exert or lift up to 25 pounds. Successful performance requires specific vision abilities that include close vision.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.