

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Community Center Coordinator I and II  
**DEPARTMENT:** Recreation  
**REPORTS TO:** Community Center Supervisor

**SALARY GRADE:** 14 & 15  
**FLSA STATUS:** N  
**DATE:** 03/2009

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Develops and implements recreation programs and activities and supervises the activities and programs conducted in one of the City's recreation centers.

**ESSENTIAL JOB FUNCTIONS:**

Processes permits for paying and non-paying groups and other renters at the Community Center including receiving and processing applications, entering in database and sending out renewal notices.

Enters information into a computer terminal/database, including: entering and updating participant data; registering participants for classes; processing facility reservations; and filing information.

Operates the community center, opens and closes the facility, safeguards cash and valuables and requisitions supplies.

Greets visitors to the Community Center, explains rules, activity registrations and operations and enforces rules and regulations, handles complaints and inquiries.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; addressing complaints and resolving problems; and preparing bi-weekly payroll for part-time employees.

Plans, organizes and implements community service programs and events for children and adults, including the scheduling of staff, facilities and equipment and the acquisition of supplies and services in accordance with city purchasing and personnel procedures; coordinates events and programs, recruits volunteers, writes/approves marketing materials.

Serves as a community liaison and customer service representative to citizens and guests of the facility.

Assists in the preparation of public information material, flyers, signs, exhibits, news releases, ads, brochures, web content, etc.

Assists in facility maintenance, building supervision and record keeping for the Community Center reporting of safety hazards, and diagnosing problems.

Purchases and maintains inventory of necessary supplies and equipment including researching prices and vendors, and purchasing, distributing, stocking and maintaining supplies.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Coordinates/supervises Kinder Camp including: determining staff salaries and monitoring expenses; recruiting/training Camp staff; processing paperwork; monitoring state Child Care laws; ordering supplies; tracking participant enrollment/payment; bi-weekly payroll; and developing/monitoring budget.

Plans/organizes/implements programs for adults and children including: recruiting/hiring instructors for recreation classes; scheduling health/fitness classes; coordinating class schedules with other staff; preparing class descriptions, updating seasonal brochure; reviewing budget expenditures/requesting revisions; revising programs to stay in budget.

**IMPORTANT JOB FUNCTIONS:**

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

**Community Center Coordinator I**

Bachelor's degree from an accredited four-year college or university in Recreation, or a related field; and,

Additional post graduate education or training equivalent to 60 class hours; and

One year of progressively responsible experience or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Community Center Coordinator II**

Bachelor's degree from an accredited four-year college or university in Recreation, or a related field; and,

Additional post graduate education or training equivalent to 60 class hours; and

Three or more years of progressively responsible experience or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

CPR / AED Certified

Certified Park and Recreation Professional (CPRP) Preferred

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

The community center programming administered by the City.

The methods, techniques and equipment involved in organizing, conducting, operating and supervising the city's community center programs and services.

The philosophy and objectives of municipal recreation.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Budget development and management.

Recruitment, supervision and training of professional staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, guests, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to lead and supervise others.

Ability to work without close supervision.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; lift and/or move up to 50 pounds.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.