



Recreation Coordinator

Mooresville Parks & Recreation District is seeking a creative, organized, and self-motivated Recreation Coordinator. This position is responsible for the day-to-day operation of Before and After School Care Program, Camps, and Youth Programming. This position is solely funded by the REC&U Before and Afterschool Program.

General Responsibilities

- Ability to work in a team environment.
- Responsible for day-to-day operation of the RECU Before and After School Care program including organization, marketing, staffing, scheduling, and supervision.
- Responsible for the day-to-day operations of school break and school aged summer camps including organization, staffing, scheduling, and supervision of seasonal staff.
- Responsible for front-line supervision, hiring and training of Before and After School program and summer camps.
- Assist with special events & general programming throughout the year.

Qualifications

- Bachelor's Degree from an accredited college or university with major course work in Recreation Management, Physical Education, or related field. An equivalent combination of education and experience considered.
- One to three years or more of recreation programming experience.
- Flexibility to work early mornings, evenings and/or holidays as needed.
- Ability to handle various programs at one time, multi-task and prioritize.
- Certified infant, child and adult CPR/First Aid/AED or ability to obtain within 60 days of hire.
- Ability to work with minimum supervision.

About Mooresville Parks & Recreation

Mooresville Park & Recreation District is located in the Town of Mooresville, Indiana and also includes the Brown Township area. There are over 200 acres of parks with the largest being Pioneer Park. Mooresville, located 10 miles southwest of Indianapolis, is a town located in the Heartland of America that combines a small-town atmosphere with the benefits of a big city.

Salary & Benefits

Up to \$22/hour (40 hours per week) non-exempt (eligible for overtime); plus, a comprehensive benefits package from the Town of Mooresville.

A full job description and application is available at www.mooresvilleparks.com

To apply

Submit cover letter, resume and list of references to Keelan Simpson, Assistant Superintendent, Mooresville Parks & Recreation, 1101 Indianapolis Road, Mooresville IN 46158 or electronically to ksimpson@mooresvillepark.com with subject "Recreation Coordinator Position"

Review of applications will begin immediately

Pre-employment background check and random drug screening required.

The Town of Mooresville is an Equal Opportunity Employer.



Mooreville Parks and Recreation District

Recreation Coordinator

Job Description

JOB TITLE:	Recreation Coordinator
LOCATION:	1101 N Indianapolis Rd. Mooreville, IN
REPORTS TO:	Assistant Superintendent
SALARY:	Up to \$22 / hour plus overtime
Type of Position:	Full Time
STATUS:	Non-Exempt
HOURS:	40 hours per week, nights and weekends as needed

PRINCIPAL FUNCTION: 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, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties include, but are not limited to:

- Ability to work in a team environment.
- Responsible for day-to-day operation of the RECU Before and After School Care program including organization, marketing, staffing, scheduling, and supervision.
- Responsible for the day-to-day operations of school break and school aged summer camps including organization, staffing, scheduling, and supervision of seasonal staff.
- Responsible for front-line supervision, hiring and training of Before and After School program and summer camps.
- Develop and maintain effective internal and external public relations with staff, customers, vendors and other agencies and the community.
- Assists with evaluation of programs, and department planning including community needs.
- Works directly and in coordination with Mooreville Consolidated School Corporation students, staff, and administration
- Assist with developing partnerships with community and special interest groups.
- Assist with special events in the park such as July 4 Fireworks, Old Settlers Festival, Halloween Hike, etc.
- Performs all other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the Town of Mooreville. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties and responsibilities.

- Bachelor's Degree from an accredited college or university with major course work in Recreation Management, Physical Education, or related field. An equivalent combination of education and experience considered.
- One to three years or more of recreation programming experience
- Flexibility to work early mornings, evenings and/or holidays as needed.
- Ability to handle various programs at one time, multi-task and prioritize.
- Certified infant, child and adult CPR/First Aid/AED or ability to obtain within 60 days of hire.

- Ability to work with minimum supervision.
- Ability to perform duties with sound judgement, persistence, integrity, tact, and courtesy.
- Ability to communicate and work effectively with the public, media, Park Board, and staff.
- Excellent written and oral communication skills.
- Computer fluency and ability to utilize recreation and related software programs.
- Possession of a valid Indiana driver's license.
- Submit to and successfully pass a criminal background check.
- Ability to establish effective working relationships with supervisor, co-workers, and assigned staff; ability to deal effectively with the public.
- Must have a safe work record with good ethics and dependable attendance record.
- Having a willingness and desire to work in a courteous and pleasant manner with people of all ages; ability to deal effectively with co-workers and the public.
- Must be able to work weekends and/or evenings during peak times.

SKILLS AND KNOWLEDGE:

- Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time.
- Ability to work occasional flexible hours, including overtime and emergency situations as needed.
- Ability to meet all hiring requirements, including the passage of a criminal background check.

WORK ENVIRONMENT:

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Work involves sitting approximately 60% of the time and standing and/or walking approximately 40% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

WORK SCHEDULE:

- General work schedule Monday through Friday, with a split shift covering 8 hours per day.
- RECU program operates from 6:30 am – 8:30 am & 2:30 pm – 6:00 pm Mon-Fri
- Occasional early morning, evening, and weekend hours.

EMPLOYEE ACKNOWLEDGMENT:

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Parks and Recreation Board and the Town of Mooresville, as they may be amended from time to time.

SIGNATURE

DATE

PRINTED NAME

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