

## Recreation Program Coordinator

GENERAL STATEMENT OF DUTIES: Performs a variety of professional duties in the planning, scheduling, development, and implementation of a comprehensive recreation program with a particular emphasis on historic and other themed programming at Crossroads Village and the Huckleberry Railroad; conducts special recreation, entertainment, and educational events and activities designed to increase and improve the usage of and generate revenue at Crossroads Village and the Huckleberry Railroad and other Commission facilities as required; works under supervision; performs related duties as required.

### STATEMENT OF TASKS:

Participates on all project teams conceptualizing and planning programs, activities, and events at Crossroads Village and the Huckleberry Railroad;  
Develops daily programs, activities, and special events for 150,000+ visitors and groups;  
Recruits, interviews, selects, and evaluates seasonal program, activity, and event staff;  
Promotes youth / school group participation;  
Develops annual goals in conjunction with project teams and evaluates progress in meeting these goals;  
Assists in the preparation of information and data used by Commission employees to inform the general public on Crossroads Village and the Huckleberry Railroad programs, activities, and events;  
Prepares necessary reports and records;  
Develops joint programming initiatives with local units of government and/or non-profit agencies to meet community-wide needs and overall programming goals;  
Develops and delivers oral and visual presentations to groups and individuals to promote Crossroads Village and the Huckleberry Railroad;  
Assists in preparing and managing programming and event budget;  
Investigates outside private and public funding opportunities;  
Assists in soliciting sponsorships and grant writing process;  
May be required to give direction to other Commission employees and/or volunteers.

**The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.**

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Strong writing, speaking, planning, interpersonal, organizational, and supervisory skills required;  
Knowledge of American history with particular emphasis on the mid 1800's – 1920's;

Knowledge of agricultural and rural life desirable;  
Thorough knowledge of recreational programming principles, procedures, and techniques;  
Ability to plan, organize, and implement recreational programs, activities, and events, with a particular emphasis on historic themes;  
Ability to meet tight deadlines;  
Ability to make oral presentations to groups;  
Ability to attend work regularly and work under stressful conditions;  
Ability to maintain good working relationships with employees and the public;  
Thorough knowledge of customer service concepts;  
Ability to utilize basic computer skills including, but not necessarily limited to MS Word, Excel, Access, and Publisher;  
Ability to work creatively and the demonstrated ability to work in a highly collaborative environment.

#### MINIMUM QUALIFICATIONS

Bachelor's degree in education, history, natural or agricultural science, recreation or closely related field. Minimum 2 years experience and demonstrated achievement in quality museum / park education and interpretive programs and/or public program development and administration.

OR

Associates degree in education, history, natural or agricultural science, recreation or closely related field. Minimum 4 years experience and demonstrated achievement in quality museum / park education and interpretive programs and/or public program development and administration.

#### SPECIAL REQUIREMENTS

Possession of a valid driver's license  
Must be willing and available to work weekends, evenings, holidays, and irregular hours;  
May be required to wear a prescribed work uniform.

Established: November 4, 2005

Revised: November 17, 2005

  
Human Resources Director