



## Job Description

**JOB TITLE** Parks and Recreation Coordinator

**DEPARTMENT** Public Works

**PAY CLASSIFICATION** \$45,000 - \$60,000

### **GENERAL PURPOSE**

The Parks and Recreation Coordinator is responsible for overseeing and managing the Town of Windermere's recreation facilities, parks, tennis courts, and playgrounds. This role includes coordinating recreational programs, scheduling activities, managing contractors for athletic and cultural events, ensuring the safety and maintenance of facilities, and handling administrative tasks related to the department's operations.

**DIRECT REPORT** Public Works Director

### **ESSENTIAL JOB FUNCTIONS**

#### **Facility Management & Maintenance:**

Oversee the daily operations and maintenance of the Town's parks, tennis courts, and playground facilities.

Ensure all facilities are safe, clean, and in good working condition, including the timely mulching of playgrounds and repair of equipment.

Monitor and maintain tennis courts, ensuring that nets, windscreens, and surfaces are properly cared for, blowing off courts regularly, and performing all activities needed to ensure the courts are ready for play.

Manage landscaping efforts and ensure that debris is regularly cleared from park facilities. Ensure that restroom facilities at all Town parks are fully operational and coordinate repairs as necessary.

Implement and monitor pest control measures to address issues with ants, bees, and other pests at park facilities.

Perform physical tasks such as lifting, repairing, and maintaining equipment and facilities, which requires regular physical exertion and hands-on involvement.

**Program Coordination:**

Plan, schedule, and coordinate athletic and cultural recreational activities for all age groups.

Manage the scheduling of recreational activities and ensure that all necessary resources and equipment are available.

Develop and distribute promotional materials for upcoming events and activities.

**Contract Management:**

Hire and oversee contractors for various recreational programs and maintenance services.

Manage and monitor contracts, ensuring compliance with terms and conditions.

Process payments for services rendered and ensure timely completion of contracted work.

**Safety & Compliance:**

Conduct regular inspections of playgrounds, parks, and recreation facilities to ensure safety standards are met.

Address and resolve any safety concerns or hazards promptly.

Maintain records of inspections, maintenance activities, and incident reports.

**Administrative Duties:**

Track and monitor participation in recreation activities, manage registrations, and handle associated financial transactions.

Prepare and maintain accurate records, including budgets, schedules, and reports related to Parks and Recreation operations.

Assist in the preparation of the department's annual budget and monitor expenditures to ensure alignment with financial goals.

**Community Engagement:**

Liaison to the Town's Parks and Recreation Committee

Serve as the point of contact for the public regarding recreational facilities and activities.

Respond to inquiries and feedback from residents, ensuring a high level of customer service.

Foster community partnerships and seek opportunities to enhance recreational offerings.

**Minimum Qualifications:****Education and Experience:**

High school diploma or GED required. A Bachelor's degree in Parks and Recreation Management, Public Administration, or a related field is preferred.

Minimum of two (2) years of experience in parks and recreation, facility management, or a related field.

**Certifications:**

Valid Florida driver's license required.

First Aid, CPR, and AED certification (or ability to obtain within 90 days of hire).

**Knowledge, Skills, and Abilities:**

Strong understanding of recreational program planning and facility management.

Ability to effectively communicate, both verbally and in writing, with a diverse range of stakeholders.

Proficiency in using computer software for scheduling, budgeting, and communication.

Knowledge of safety regulations and procedures related to recreational facilities and playgrounds.

Ability to work independently, manage time efficiently, and handle multiple tasks simultaneously.

**Physical Requirements:**

Ability to lift and carry up to 50 pounds.

Work may involve walking, standing, bending, and occasional outdoor activities in various weather conditions.

Must be able to perform inspections and maintenance tasks across various recreation facilities.

**Work Environment:**

Split between office work and outdoor facility management.

Some evening, weekend, and holiday work may be required to accommodate scheduled events and activities.

**Supervisory Responsibility:**

This position may include supervision of part-time or seasonal staff, volunteers, and contractors as needed.

**Position Requirements:**

Must be willing to work weekends, holidays, and evenings as required by event schedules.

Must be proactive in maintaining the cleanliness and safety of all recreational facilities.

**Supervisory Controls:**

Reports to the Assistant Town Manager/Public Works Director.

**Guidelines:**

Adheres to town policies, procedures, and safety guidelines.

**Complexity/Scope of Work:**

This position involves a variety of tasks requiring attention to detail, the ability to manage multiple priorities, and effective communication with the public, contractors, and town staff.

**Contacts:**

Interacts with town personnel, contractors, vendors, community members, and program participants.

**Physical Demands/Work Environment:**

Work involves a mix of office and outdoor activities.

May require lifting, carrying, and moving equipment or supplies.

**Position Overview:**

The Parks and Recreation Coordinator plays a crucial role in ensuring the successful operation and maintenance of the Town of Windermere's recreational facilities and programs. This position requires a hands-on approach, proactive problem-solving, and a commitment to community engagement.

I understand and acknowledge all duties listed above and agreed to meet and maintain such qualifications

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date