

RECREATION PROGRAM COORDINATOR

General Definition of Work:

FLSA Status: Non-Exempt

Performs intermediate technical work assisting with a variety of recreation activities and programs; does related work as required. Work is performed under regular supervision. Limited supervision is exercised over volunteers and part-time aides.

Essential Functions/Typical Tasks:

Organizing recreation activities and programs, including programs for special needs participants; overseeing volunteers; enforcing rules and regulations.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Helps plan and organize special events such as banquets, carnivals, races, etc.
- Helps plan and organize senior programs.
- Plans and organizes programs for special needs participants.
- Organizes and oversees cheerleader program.
- Assists with the registration of participants in recreation programs.
- Assists with the scheduling of games and events.
- Trains part-time, volunteer, instructors, game officials and others with regard to City and department policies, class standards and rules.
- Supervises the conduct of participants involved in a variety of recreational activities.
- Enforces standards of discipline and conduct by program participants.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the methods and practices of community recreation work including knowledge of the equipment and techniques, relevant rules and regulations of social, artistic and craft(s) programs for children, youths adults or special needs participants; ability to instruct common recreational activities; ability to enforce rules and regulations; ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in therapeutic recreation, physical education or related field and some experience in athletic , physical education, or therapeutic programs.

Physical Requirements:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of first-aid and CPR certificates desired, but not required at hiring; must be obtained during the initial six (6) months of employment. Successful completion of certified Parks and Recreation Professional (CRRP) exam preferred.

Ashley Morgan Parham

222 Bandon Dr.

New Bern, North Carolina 28562

Permanent Telephone: 252-637-2588

Cellular: 252-617-7428

E-mail: morgan_0091@yahoo.com

Objective

My objective is to use my skills and abilities to work with sports teams and affiliates in planning and coordinating sports events and activities.

Education

December 2005, Bachelor of Science Degree in Sports Management, Winston-Salem State University, Winston-Salem, NC

Proficient in Microsoft Word, Power Point, Publisher, Excel, and WordPerfect computer software

Work Experience

Program Coordinator, January 2008 to current

West New Bern Recreation Center & Stanley White Recreation Center, New Bern, NC
Coordinate programs within the center and outside of the center; assist with the afterschool program

Youth Advisor, March 2006 to 2007

SOS After-School Program, New Bern, NC
Supervise children in the after-school program; assist with homework as well as structured physical education activities

Substitute Teacher, March 2006 to 2007

J. T. Barber Elementary School, New Bern, NC
Provide tutorial assistance to students; grade papers; supervise students in computer lab, cafeteria, and playground.

Compliance Intern, August to December 2005

Central Intercollegiate Athletic Association (CIAA), Hampton, VA
Worked in Compliance & Eligibility Section to determine if students were eligible to participate in sports at their respective college or university.

Cashier, August to December 2005

Dollar Tree, Chesapeake, VA
Worked as a cashier and stocker and assisted with general maintenance of merchandise throughout the store.

Pharmacy Technician, February 2002–July 2005

Eckerd Drug Store, New Bern & Winston-Salem, NC
Worked as a pharmacy technician and cashier answering telephones, taking prescriptions over the telephone, filling prescriptions, verifying accuracy of prescription orders; provided customer service assistance as needed.

Camp Counselor, June 2004 to August 2004

Neighborhood House, Morristown, NJ
Served as mentor for pre-adolescent and teenagers by providing one-on-one and small group instruction; planned, coordinated, and supervised educational and recreational field trips for groups of children.

Volunteer Work

Teacher Assistant, December 2004 to 2004

J. T. Barber Elementary School, New Bern, NC

Provided tutorial assistance to students; graded papers; supervised students in computer lab, cafeteria, and playground.

Program Assistant, January 2006 to March 2006

SOS After-School Program, New Bern, NC

Supervised children in the after-school program; assisted with homework as well as structured physical education activities

Language

Completed Spanish in high school

References

Pam Holloway, Assistant Principal, Roger Bell Elementary, Havelock, NC 252-444-5133

Marcus Grant, Marketing Director of Compliance, CIAA, Hampton, VA 757-865-0071

Marjorie M. Herbert, Director of Children's Services, Morristown, NJ 973-361-4855

James Bullock, Supervisor, Stanley White Center, New Bern, NC 252-639-2919