

Title: Playground Coordinator
PG: 08
Status: Non-Civil Service
Position Reports to: Recreation Supervisor III
Department: Parks and Recreation

Class Code: 8083
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position involves organization and leadership in the delivery of recreational activities as well as the administration and operation of the campsite. The Site Supervisor is the direct contact between the campsite and the Program Administrator and is ultimately responsible for the campsite staff, and participants. The performance of the Site Supervisor is reviewed through site visitations, staff meetings, and one on one conferences with the Program Administrators.

ESSENTIAL FUNCTIONS:

1. Assists with Camp B.L.A.S.T. registration as pertains to respective campsite.
2. Completes and submits all necessary campsite paperwork including, but not limited to, weekly time sheets, staff evaluation forms, daily sign in logs, accident reports, incidents reports, and lunch program forms.
3. Enforces all staff policies and provides leadership towards ensuring quality performance by Playground Instructors.
4. Schedules and meets parents as needed with regard to participant discipline problems.
5. Ensures the campsite is kept clean and safe.
6. Informs Program Coordinators of lunch counts and follows all policies and procedures for Summer Feeding Program.
7. Organizes and supervises a wide variety of recreational activities, including team and individual games, athletic contest, and sports events; assists in running tournaments; supervises free play at the camp site.
8. Develops and submits weekly staff schedule to ensure adequate supervision of participants during all operating hours as well as during situations when participants are not picked up on time. Assigns staff members who will remain on site during field trips.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of the modern methods and techniques of playground and community center planning and a variety of recreational activities suitable for children and adults.
2. Knowledge of the philosophy and objectives of public recreation, child psychology, sociology and personal health and hygiene.
3. Knowledge of first aid methods and necessary safety precautions used in recreation work.
4. Knowledge of rules and regulations governing various competitive athletic games, such as softball, basketball and volleyball.
5. Ability to adhere to program standards and objectives, supervise subordinates, maintain control and solve disciplinary problems.
6. Ability and willingness to establish and maintain effective working relationships with coworkers, other city employees and the general public.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to extreme heat, blood borne pathogens, and human waste.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or its equivalent.
2. Two (2) summers experience directly related to the foregoing specific requirements.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.