

## City of Socorro Job Description

<b>Job Title:</b> Recreation Coordinator I, II, III	<b>Department:</b> Recreation Centers
<b>FLSA Status:</b> Full Time – Non Exempt	<b>Salary:</b> \$15.10 -\$19.23
<b>Approved:</b> 09/15/2022	<b>Last Revised:</b> 09/15/2022

### Position Summary

Under general supervision, Multimedia Specialist is to provide assistance to the Recreation Department. Assists on, develops, and produces a variety of visual materials for trainings, presentations, community outreach, and other external communications. Responsibilities include: developing, producing and editing media presentations and educational media programs including video, photography, print media, and e-learning modules, using specialized multi-media equipment; maintaining a video library; managing technologies used for training and informational presentations utilizing a full spectrum or pre and post production activities.

### Duties, Functions and Responsibilities:

- Manage the administration and operations of recreation center facilities.
- Oversee building including opening and closing facility and performing some custodial duties as needed.
- Program and schedule space availability for various groups and organizations.
- Register participants for programs and activities. Collect and accept fees for programs and activities. Prepare receipts.
- Determine appropriate activities for age and interest groups.
- Enforce safety and sanitation regulations.
- Coordinate emergency procedures and provide first aid in emergency situations.
- Notify director of health, fire, and safety compliance concerns.
- Prepare supply and equipment inventory, center usage and activity reports.
- Maintain appropriate files and records, such as usage logs and monthly reports.
- Prepare necessary forms for injury reports, incident reports, purchase and work orders, and others as appropriate.
- Monitor equipment usage and care, including signing in and out.
- Monitor usage of equipment. Inspect materials and equipment to detect defects or malfunctions.
- Implement and communicate work procedures and department policies to employees, volunteers and patrons
- Monitor center employees/volunteers and activities assigned to center.
- Respond to patron complaints and answer patrons' questions regarding policies and procedures.
- Assist with special events sponsored by the department.
- Act as a liaison with the community and neighborhood organizations.
- Attend neighborhood meetings, professional meetings and other gatherings to represent the department.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

**Recreation Coordinator I (Basic)**

**\$15.10 - \$16.47**

### Minimum Qualifications:

- A candidate must possess a high school diploma or GED. Associates in Psychology, Human Development, Program Administration, Recreation or Behavioral Sciences preferred.
- Three (3) years of recreation experience preferred.
- Food Handlers Certification
- CPR and Basic First Aid Certification within six (6) months of date of appointment.
- Requires the possession of a valid Driver's License.

## City of Socorro Job Description

### Recreation Coordinator II (Intermediate)

\$16.57 - \$17.94

#### Minimum Qualifications:

- A candidate must possess an Associates in Psychology, Human Development, Program Administration, Recreation or Behavioral Sciences.
- Six (6) years of recreation experience preferred.
- Certified Park and Recreation Professional (CPRP).
- CPR and Basic First Aid Certification.
- Food Handlers Certification
- Requires the possession of a valid Driver's License.

### Recreation Coordinator III (Advanced)

\$18.00 - \$19.23

#### Minimum Qualifications:

- A candidate must possess a Bachelor's in psychology, Human Development, Program Administration, Recreation or Behavioral Sciences.
- Nine (9) years of recreation experience preferred.
- Certified Park and Recreation Professional (CPRP).
- Emergency Management Certification.
- Food Handlers Certification
- CPR and Basic First Aid Certification.
- Requires the possession of a valid Driver's License.

**Note: Upon reaching maximum salary level in each category; only COLA increases will be given.**

#### Equipment:

- Operates office equipment such as a typewriter, computers and software, calculator, copy machine, scanner, shredder, fax machine, and multi-line telephone.
- Operates City vehicles safely and cautiously.

#### Physical Requirements:

- Must be able to lift a minimum of 30 pounds.
- Must be able to sit or stand for extensive periods of time.
- May be exposed to extreme weather conditions.
- Occasional driving in City traffic.

#### Conditions of Employment:

- Pass Pre-Employment Drug Screening.
- Pass Background Check.
- Work flexible hours and overtime as required.
- Bilingual Skills: English & Spanish preferred.

**City of Socorro  
Job Description**

  
\_\_\_\_\_  
Mayor

9-15-22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Manager

9/15/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resources Director

9/21/22  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

