### Job Description

**POSITION:** Recreation Coordinator  
**DEPARTMENT:** Recreation  
**CLASSIFICATION:** Full Time  
**SALARY RANGE:** $19.00-$22.00 - hourly DOQ/E  
**BENEFITS:** Workers Compensation Coverage, Employee PERA Retirement Contributions, Vacation and Sick Leave Accrual

**APPLICATIONS DEADLINE:** Monday, October 23rd at 4:30pm.

Submit the application and resume to Janet Torres, Recreation/Senior Director, 400 Grand Avenue, Platteville, CO 80651 or to jtorres@plattevillegov.org. Applications can be obtained by contacting Town Hall or at [www.plattevillegov.org](http://www.plattevillegov.org).

**JOB SUMMARY:**

The Recreation Coordinator is responsible for planning, organizing, and supervising a diverse array of recreation programs and activities for both youth, adults, and seniors in Platteville. This includes special interest classes, Viking Time classes, youth/adult athletics, field trips, community feeding programs, and town events. The role involves supervising events during days, evenings, and weekends throughout the year, and representing the department at external meetings.

**SUPERVISION RECEIVED:**

This position operates under the general supervision of the Recreation/Senior Director.

**SUPERVISION EXERCISED:**

The Recreation Coordinator oversees authorized volunteers working within the Recreation and Senior programs and participants during scheduled activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Recreation Coordinator’s key responsibilities include:

- **Program Management:** Organizing and operating youth and adult athletic leagues and programs. Creating and promoting new programs and activities for the Platteville community.

- **Recruitment and Training:** Continuously recruiting youth and adult participants and volunteers. Providing necessary training for coaches, participants, parents, and volunteers to enhance activities.

- **Community Engagement:** Meeting with the public to address requests, comments, complaints, and program-related issues. Conducting organizational meetings and schedules for all leagues and recreation volunteers. Attending monthly meetings for athletic leagues the town participates in.
The Recreation Coordinator should possess:

• Effective written and verbal communication skills.

• Proficiency in computer operation, report management, and basic technology use.

• Strong leadership skills and a commitment to the community's well-being.

• Knowledge of recreational equipment and supplies.
• Familiarity with organizational services and community resources for youth, adults and seniors.
• Ability to interpret and apply various department policies and procedures.
• Proficiency in operating phones, portable radios, and various sports equipment used in recreation programs.
• Ability to maintain sensitive and confidential information.
• Capability to develop, coordinate, and direct varied activities in a community recreation program.

**EQUIPMENT USED:**
The role involves the use of senior van, administration vehicle, personal vehicle, ATV, phones, computers, copiers, fax machines, typewriters, and similar business/office equipment.

**ENVIRONMENTAL CONDITIONS:**
The Recreation Coordinator should be comfortable working in both indoor and outdoor environments throughout the year. The ability to work during early mornings, late evenings, and occasional weekends based on work and activity schedules is necessary.

**OTHER GENERAL REQUIREMENTS:**
• Ability to conduct activities involving walking, standing, running, and sitting.
• Proficiency in using office tools and materials, basic technology, mathematical reasoning, and carrying out office management and regulatory requirements.
• Capability to lift, carry, or move items weighing over 25 lbs.
• Ability to participate in routine conversations and distinguish auditory tones.
• Ability to distinguish objects in various light conditions and understand verbal and written information.
• Ability to speak multiple languages, particularly Spanish, is beneficial.

**EQUAL OPPORTUNITY EMPLOYER:**
The Town of Platteville is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town is an Equal Opportunity Employer and celebrates diversity in the workforce.