



## City of Youngstown Parks and Recreation Department

Park Coordinator Position

Salary: \$12.02 per hour

An Equal Opportunity Employer

**Opening Date: 03/15/2021**

**Closing Date: Continuous**

### **Job Description:**

**Nature of Work:** This position will be responsible for all customer service including but not limited to answering telephones, greeting patrons, record keeping, maintaining proper use of the Eugenia Atkinson Recreation Facility by patrons with memberships/one day passes and registration of activities, programs and memberships/one day passes.

**Supervision:** Employee must be able to respond to questions from patrons and/or other employees regarding facilities, programs, activities and departmental procedures.

**Essential Functions of Work:** Employees may be asked to perform one or more of the following duties. Essential job functions may include, but are not limited to the following:

- Assist in the development, organization, and scheduling of recreational activities at the Eugenia Atkinson Recreation Center, that meet the goals and objectives pertaining to the City of Youngstown Parks and Recreation Department.
- Strong customer service skills.
- Register patrons in appropriate programs, activities, equipment procedures and/or memberships/one day passes.
- Disperse facility information and answer any inquiries regarding the Parks and Recreation Department.
- Follow proper money handling procedures including equipment-handling procedures for the facility set by the Parks and Recreation Department.
- Accept payment for programs, activities, memberships/one day passes and other items as required.
- Input daily data and generate daily reports for programs, finance reporting and memberships/one day passes.
- Perform general office duties and other related duties as required.

**Minimum Requirements of Work:** Extensive knowledge and expertise with computers and money handling. Ability to work well and communicate with others.

**Education and Experience:** Candidate must have a High School diploma or equivalent and be at least 18 years or older.