



WARREN COUNTY PARKS AND RECREATION
JOB DESCRIPTION

- I. Name of Position: Operations Coordinator
II. Organization Unit: Administration
III. General Summary: Responsible for assisting the Operations Superintendent in overseeing, inspecting, and managing all park management / park managers and their facilities within the department.
IV. Qualifications: High school diploma. Two to four-year college degree preferred (Recreation Administration, Sports Management, Hospitality and Tourism desired), at least 3 years of management experience in parks and recreation field or similar position, at least 5 years of experience in parks and recreation facility operations preferred.
V. Position Wage: To be determined by County Judge Executive at time of hiring
VI. Employee Classification: Exempt
VII. Essential Job Functions: a. Assist Superintendent in conducting weekly manager meetings and reviewing weekly reports with assigned managers to ensure smooth operations of facilities assigned; managers should submit weekly reports with following information: tasks completed, tasks to complete within coming week, supply / materials needed, equipment / mechanical issues that need to be addressed, personnel-related issues, daily event - special event - tournament questions / concerns or issues.
VIII. Special Work Conditions: Individuals in this position will work in all environments, handle various unforeseen circumstances, will have extensive work hours on a weekly basis, will experience various after-hours calls for service, and will be presented with various situations in which delegation, multi-tasking, and coordinating of various resources to achieve mission / program / and event accomplishment is necessary.
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the WCPRD Director.

WCPRD Employee Signature
Witness Signature
Director WCPRD Signature

Date
Date
Date