GRACEWOOD
Position Description
RECREATION COORDINATOR

POSITION ASSIGNMENT

Position Title: Recreation Coordinator
Company: Gracewood
Status: Part-Time (25-30 hours per week)
Reports to: Program Director
Supervises: Part-Time Recreation Staff

Gracewood's Mission: Gracewood rescues children and their single mothers, ensuring a bright future by providing home, hope, and healing.

Three Key Results for Gracewood:

1. Best in class client outcomes
2. Securing a shared future
3. Be the employer of choice

POSITION SUMMARY

This role will manage Gracewood's Recreation Center services. Serve as the primary point of contact for Recreation Center programming and coordinate Recreation Center activities and operations. Set performance standards for Recreation Center team members. Responsible for planning and overseeing campus recreation activities help in Gracewood's Recreation Center.

KEY RESPONSIBILITIES

SKILL BASED COMPETENCIES

Accurately, efficiently, and effectively perform the following:

- **Recreation Team Leadership.** Provide guidance and direction to Recreation Center staff, fostering a collaborative and positive team environment. Conduct regular team meetings to remain abreast of program needs, successes, and issues. Hire, coach, and mentor a growing team of Recreation Center staff. Ensure all Recreation staff are equipped with relevant training and industry-specific knowledge needed to accomplish Gracewood's mission in their respective roles. Create and manage a weekly schedule for part-time staff.
- **Recreation Center Success.** Continually improve campus recreation by introducing new enrichment and expansion opportunities. Ensure the Recreation Center is successfully serving Gracewood families and sufficiently meeting activity and childcare needs. Obtain feedback from clients and Recreation Center staff and execute program improvements as needed. Refine and develop innovative policies and procedures that align with Gracewood's values, mission, and goals.
- **Recreation Center Programming:** Develop and coordinate activities designed for the age and abilities of clients. Support and supervise recreational activities. Interact with children and their parents by providing indoor and outdoor enrichment programs. Organize, lead, and promote interest in a wide variety of recreational activities, clubs, and classes.

- **Recreation Center Operations:** Perform or oversee facility opening and closing procedures. Ensure Recreation Center rooms are set up for activities as needed. After activities have ended, return rooms to a tour-ready state. Welcome, register, and assist clients. Keep an accurate log of client use of the Recreation Center, and ensure children are safely signed in and out of the facility.
- **Facility Safety:** Participate in inspections of Recreation Center facilities. Ensure the safety and well-being of all clients while utilizing the Recreation Center. Enforce rules and regulations, maintain discipline, safeguard against accidents, and instruct residents in the safe use of equipment. Ensure that recreation areas are neat, clean, and kept free of hazards.
- **Statistics and Reporting.** Gather statistical data pertaining to Recreation Center utilization and monthly volunteer hours and provide informative reports in a timely manner. Ensure management software systems such as Extended Reach are consistently being used to record data. Monitor confidential and sensitive client information.
- **Recreation Center Volunteer Support:** Coordinate with volunteers serving in the Recreation Center to support programming and activities. Provide direction and guidance to Recreation Center volunteers as needed and ensure volunteers understand and follow Recreation Center policies and procedures.
- **Budgeting and Financial Records.** Monitor the Recreation Center program budget and manage spending for the Recreation Center program. Develop strategies to meet or exceed budgeting goals.
- **Communication Skills.** Demonstrate excellent oral and written communication skills. Ability to professionally interact with various groups including donors, volunteers, peers, and clients. Communicate information regarding Recreation Center programs, activities, and opportunities, to appropriate staff and residents.
- **Other Duties As Required:** Assist with Gracewood programs and activities as needed and perform other duties as assigned.

Skills and Assets:

- Able to cope with emotionally intense client cases and thrive in an intense, compassion-driven work environment.
- Demonstrate maturity, compassion, and collaborative spirit when interacting with senior executives, staff, clients, donors, and volunteers.
- Exercise sensitivity when interacting with women and children from vulnerable populations, preserving client dignity while addressing the needs of a diverse community.
- A forward-thinking individual with high ethical standards and a lead-by-example leadership style that promotes a positive, team-based environment.
- Display excellent judgement when setting priorities. Able to complete a high volume of tasks and projects independently. Must be able to coordinate details in a fast-paced environment.
- Possess a high degree of integrity and discretion in handling confidential and sensitive information.
- Must be a positive role model for youth.

BEHAVIOR BASED COMPETENCIES

- Christian, biblical behavior is expected at all times and includes but is not limited to the following:

- Honors God by lifestyle and is a positive Christian role model both personally and professionally. This person must agree with and live up to Gracewood's Mission, Vision, and Core Values.
- Exhibits excellent organizational skills, sound judgment, and confidentiality as well as effective communication abilities in dealing with both staff and the public.
- Works independently, displaying creativity and initiative in everyday duties, and submits ideas and suggestions to enhance overall mission of Gracewood.
- Demonstrates effective collaboration across the family of ministries. Utilizes at all times teamwork and coalition building. Works cooperatively with all of CAHM personnel and those of related corporations, Trustees, donors, contracting agencies, all stakeholders, and the general public.

KEY REQUIREMENTS

QUALIFICATIONS

- Bachelor's degree in a related field is preferred.
- Experience working with children and/or youth in a recreational, educational, community, nonprofit, or similar setting is preferred.

PHYSICAL REQUIREMENTS

- Must possess reliable personal transportation, as well as the ability to drive assigned vehicles with a valid Texas Driver's License. Must be eligible to be insured under the agency's vehicle insurance.
- Ability to use up to 25 lbs. of force occasionally and/or up to 20 pounds of force frequently, and/or up to 15 pounds of force continuously to move objects and/or people.
- Must be able to pass a background check.
- This person must agree with and follow the tenets stated in Gracewood's Mission, Vision, and Core Value statements.
- A very flexible work schedule is required, including evenings and occasional Saturdays.

ACCOUNTABILITIES

- Reports to the Program Director.

I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Recreation Coordinator and can perform the essential functions required. I have received a copy for my records.

Received by: _____ _____

Signature Date

_____

Print Name