

CITY OF BRECKSVILLE
Job Description

Job Title: Field House Coordinator
Department: Recreation
Reports To: Director of Recreation
FLSA Status: Exempt
Approved Date:

JOB SUMMARY

This position will be responsible for the administrative functions and the scheduling of the Blossom Hill Field House. To plan and coordinate utilization and scheduling of the Blossom Hill Field House; coordinate equipment and facility set-up. Additionally, the position will provide excellent customer service to all Brecksville patrons and guests in a multitude of areas including, but not limited to, front desk management, registration and activity questions, facility cleanliness and safety, program and staff supervision, facility rentals and overall general operations of designated facilities.

- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

ESSENTIAL FUNCTIONS

Provides administrative direction and oversight for Blossom Hill Field House. Develops goals, plans, and priorities to achieve program objectives while maintaining acceptable levels of service, quality, quantity and timeliness. Coordinates, manages, schedules and reserves all facilities for athletic sessions, programs and rentals. Works closely with all department staff and City Department Heads to ensure maximum and most effective use of facilities.

DUTIES

- Coordinates, schedules, and maintains the utilization and scheduling of the Blossom Hill Field House.

- Coordinates services needed related to performance and meeting areas, including security, custodial, and other technical requirements needed for an event/rental.
- Coordinates services for events, including facilities, signage, displays, equipment and other setup needs.
- Inspects event facilities to ensure that they conform to event requirements.
- Monitors event activities to ensure compliance with Blossom Hill Field House procedures and resolves any problems that arise.
- Works with user groups to identify needs and provides appropriate equipment.
- Provides customer service to event participants and assists in resolving complaints and issues.
- Accesses, inputs and retrieves information from computer.
- Completes duties and responsibilities in compliance with Blossom Hill Field House standards, policies and rules.
- Develops a compatible working relationship with a wide variety of municipal constituencies.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to faculty and the community.
- Working hours include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.
- Coach and train employees.
- Works closely with Recreation Director to schedule use of Blossom Hill Field House and other community functions.
- Coordinates the implementation of promotional materials, programs, special events and advertising.
- Represents the Blossom Hill Field House at various functions, meetings, and forums to publicize facility and program offerings.
- Assist with activity schedules, participation/attendance, facility rental, accidents/injuries and problems/incidents.

RESPONSIBILITIES

Responsible for opening and closing of the Blossom Hill Field House

Responsible for the scheduling and supervision of all part-time building supervisors

Responsible for the monitoring of all ongoing activities within the Blossom Hill Field House

Responsible for preparing for special events and activities to include room and sport equipment set-up and tear-down

Responsible for monitoring the legitimacy of all users

Responsible for the monitoring of rental reservations for those groups utilizing the Blossom Hill Field House

Responsible for upholding all facility rental fees and processes as outlined in the City Code of Ordinances

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the rules of a variety of sports; and knowledge of word processing, spreadsheets, and other recreation related computer software.
- Considerable knowledge of developing and administering program scheduling and events.
- Demonstrated experience handling a large variety of details, generating reports, and working with all levels of an organization.
 - Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
 - Ability to grasp concepts and procedures quickly, strong attention to detail and ability to multi-task with little direct supervision.
 - Ability to work evenings, split shifts, weekends, and some holidays; ability to participate in active sports and recreation activities.
 - Strong judgment, decisiveness, and interpersonal skills to work effectively with employees at all levels of the organization.
 - Ability to work under pressure with multiple interruptions. Ability to work under stressful situations and to stay calm.
 - Cooperation team player in a diverse working environment.
 - Excellent customer service skills, interpersonal skills, excellent oral and written communication skills.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required for this job include close vision, distance, vision, peripheral vision, depth perception, and the ability to adjust focus. Removal of snow from main sidewalk path in certain months.

EDUCATION AND EXPERIENCE

Bachelor's degree in Recreation, Sports Management or related field required. Experience preferred in planning, supervising and evaluating recreational programs. Experience preferred in managing various adult and youth athletic programs. Professional experience managing athletic facilities. Certified in CPR and First Aid.

Selected applicants are subject to, and must pass a physical, drug test and background check.

QUALIFICATIONS

Working knowledge of modern office practices, procedures and equipment including a computer.

Operate a computer terminal, printer or word processing equipment using a variety of source documents and formats.

Ability to analyze situations thoroughly, identify problems, and find effective solutions.

Requires excellent problem solving and strategic visioning and planning.

Ability to deal tactfully and courteously with the public by answering questions and handling different complaints.

Ability to work and communicate cooperatively with other divisions, board members, outside agencies and the general public.

MISCELLANEOUS

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other

than those contained in this document and may be required to have specific job-related knowledge and skills.

Please email resumes to:
rengle@brecksville.oh.us

Please drop off resumes to:
1 Community Drive
Brecksville, Oh 44141