

**Job Description: Recreation Coordinator**

Reports to: Site Director

Job Summary: It is the responsibility of the Recreation Coordinator to develop, implement and supervise the programs of the recreation department and operate activities within a Christ like environment.

Summary of essential job functions:

- Train and supervise recreation staff in the implementation of programs and building and equipment maintenance.
- Schedule, organize and implement various recreational programs for members including sports, games, creative and performing arts activities, tournaments, and ensure required supplies and materials are available.
- Monitor all activities in the recreation spaces: recreation room, game room, hallway, and gym, ensuring a safe environment.
- Assist in membership process, positively interact with members encouraging them to participate in activities and hold members accountable to behavior expectations, administering discipline when necessary.
- Provide sports leagues for members, organize league plans and schedules, and coordinate teams including coach and team member recruitment.
- Develop, plan and implement sports clinics.
- Build positive relationships with school administration and staff.
- Attend special events at members' school(s).
- Operate all recreation programs within the provided budget.
- Be willing to speak with churches and other groups in recruiting volunteers.

Minimum Requirements

- Degree preferred.
- Must possess strong organizational skills.
- Maintain the highest moral standards in personal and professional life.
- Agree to Streets Ministries' Statement of Faith.
- Must legally reside in the United States and pass a pre-employment background check.

Abilities Required

- Ability to communicate adequately with the staff and community while conveying the purpose and mission of the ministry.
- Ability to operate at a grassroots (community) pace.
- Working in a normal office environment, employee may be required to sit, bend, stoop, use keyboard, see, talk and hear.
- Position may require occasionally lifting objects of 10 to 25 lbs.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.