

CEDAM's AmeriCorps State Program Member Position Description



AmeriCorps



Position Title: Assistant Recreation Coordinator	Host Site: City Of St Johns
Position Type: Admin/Program Supervisor	Site Supervisor: Bill Schafer
Dates of Service: September 9, 2024 – August 15, 2025	Stipend: \$26,000

CEDAM's AmeriCorps Information: CEDAM's AmeriCorps program connects local and statewide agencies to meet neighbors' critical needs. Members create community, build capacity, and serve neighbors across Michigan. Our AmeriCorps program advances equity for Michiganders in two key ways 1. Cultivating the next generation of leaders in the community economic development field and 2. Supporting economic inclusion for Michiganders.

Organizational Information:

The City of St. Johns Recreation Department offers year-round programming of recreation programs for residents and non-residents of all ages and physical and mental abilities. The mission of the Department is to promote diverse, quality, year-round, indoor, and outdoor recreational opportunities that encourage inter-generational participation in activities. The department offers over 55 programs annually. This number will grow when the new City of St. Johns Wilson Community Center opens sometime in 2025.

Role and Responsibilities:

General Summary

Under the supervision of the Recreation Director, the Coordinator will assist in planning and managing daily operations of the Recreation Department. The work week varies but will include evening and weekend hours throughout the year.

Essential Job Functions

- Coordinates and directs recreation programs for all age groups.
- Provide work direction for other part-time staff, interns, and umpires.
- Assist in development of budgets for individual programs.
- Instruct and/or supervise various recreation programs and classes. Recruit instructors to conduct instructional classes. Ensure receipt of release forms from program and fitness participants and maintain records of forms and related documents.
- Provide supervision for recreation programs.
- Schedule and conduct a variety of organized sports leagues and leisure time activities. Develop program schedules, plan use of facilities, prepare facilities, schedule staff and officials, and maintain program records.
- Assist with marketing and promotion of recreation programs.
- Assist with minor maintenance and repair of athletic facilities.
- Maintain database records. Create press releases, displays, posters, brochures, and flyers for programs. Maintain inventory of program supplies.
- Assist in maintaining the recreation portion of the city website and recreation Facebook page.
- Work well in a team environment with staff.
- Participate in CEDAM AmeriCorps monthly meetings, trainings, events, data collection, reporting and additional items as needed.
- Participate in AmeriCorps & Michigan's AmeriCorps events and trainings.

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Preferred Qualifications:

Knowledge and/or familiarity of professional principles and practices of recreation administration. Skills and or aptitude in recruiting, training and supervising staff and volunteers. Skills in maintaining effective work relationships with fellow employees and the community. The candidate must work well with people of all ages, experience developing and supervising recreational activities. Should have CPR and First Aid Certifications or be certified within 6 months. Must pass a background check. Lifeguard Certification desired.

Minimum Qualifications:

- Be at least 18 years of age. Applicants must have HS diploma, GED or working toward the completion of one.
- U.S. citizen, U.S. national or lawful permanent resident of the U.S.
- Pass the following National Service Criminal History Checks: State of Michigan background check, State of residency (if not Michigan), FBI Fingerprinting, and State & National Sex Offender Registry.

Physical Demands

Frequently required to talk, hear, stand, sit, walk, occasionally required to uses hands to finger, reaches with hands and arms, stoops, kneels, crouching or crawls.

Occasionally up to 25 pounds.

Vision requirements include physical, close, distance, color, peripheral, depth, and ability to focus.

Compensation:

Members will receive a living allowance of \$26,000 distributed in even increments, bi-weekly. Members will receive student loan forbearance for qualified loans, health care package, childcare assistance upon eligibility, and continual professional development. Upon successful completion of service an education award in the amount of \$7,395 will be issued. Members will serve 1,700 hours for the term = 40 hours/week. CEDAM's AmeriCorps Program is an equal opportunity employer. Reasonable accommodation will be made for interview/service as needed. All interested candidates must be available to spend 40 hours in training the week of September 9.