



**ST. MICHAEL - ALBERTVILLE
SCHOOLS**
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POSITION DESCRIPTION

SECTION I: GENERAL INFORMATION

Position Title: Recreation Coordinator	Department / Building: Community Education
Reports To: Director of Community Education	FLSA Status: Exempt/Non-classified
Grade / Subgrade:	Bargaining / Work Unit: Non-affiliated
Duty Year: 260 or 261 days	Position Last Updated: 07-10-2025/ Board approved 07-23-2023

SECTION II: JOB SUMMARY

Under the direction of the director of community education, the recreation coordinator is responsible for the daily operation of the activity center and developing, implementing, coordinating and evaluating youth sports and the high school intramural programs. This position requires working and effectively communicating with a significant number of internal and external district stakeholders on behalf of the Community Education department.

To be effective, this position requires a focus on great customer service and collaboration.

This position will require occasional or seasonal evening and weekend work as needed.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility #	1	Statement of duty/responsibility: Develops, coordinates, and implements youth sports and community education activity programming
Percent of Time	60	

Tasks involved in fulfilling above duty/responsibility:

- Develops, coordinates, and implements all youth sports programming.
- Develops, coordinates, and implements a high school intramural program.
- Responsible for the assignment of and return of equipment and supplies.



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- Direct and monitor recreation services and classes. This would include monitoring and coordinating the hiring, onboarding, and operational compliance of applicable staff to ensure compliance with district policies and labor laws in close consultation with Human Resources and Business Services.
- Provide schedules, rules, and secure facilities for designated programs and facilities.
- Responsible for working with third party vendors and volunteers to ensure compliance with applicable district policies.
- Assist Director in monitoring the profit/loss and budget impact of specified programs.
- Responsible for effectively managing summer or seasonal hiring for assigned programs by effectively managing timelines and communicating expectations in alignment with processes and expectations of other district stakeholders including awareness and basic knowledge of district hiring practices as such practices relate to community education staffing and programs.

Duty/Responsibility #	2	Statement of duty/responsibility: Promotes and oversees the daily operation of the activity center with the assistance of the activity center assistant coordinator.
Percent of Time	35	

Tasks involved in fulfilling above duty/responsibility:

- Recruits, selects, directs, supervises, schedules, trains, and evaluates Activity Center employees and youth sports volunteers.
- Lead, promote and publicize recreation programs and provide input on District brochures or prepare announcements and promotions as needed.
- Manages the membership system for the Activity Center

Duty/Responsibility #	3	Statement of duty/responsibility: Provides support and assistance to Community Education programs.
Percent of Time	15	

Tasks involved in fulfilling above duty/responsibility:

- Establishes and maintains effective relationships with school personnel, administrators, and community.
- Creates programs and event flyers or other advertising materials with the approval of the Director of Community Education for marketing recreation programs throughout the community.
- Keeps the supervisor and other staff informed on a timely basis of any issues or concerns likely to impact the department or district.
- Evaluates the effectiveness of programs and makes appropriate recommendations.
- Assists with managing and recruiting
- Performs other duties as assigned.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work and with multiple administrators, buildings, and departments.



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- Ability to effectively manage competing timelines, deadlines, and stakeholder expectations.
- Need to be able to lift up to 50 lbs
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to effectively multitask and prioritize workload and competing project and workflow timelines.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

Bachelor’s degree in Community Education, Recreation, or related field. Must demonstrate initiative and problem solving skills while being able to effectively communicate and interact with internal and external administrators and stakeholders. Prior job related work experience preferred.

SECTION VI: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Demands					
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)					
Physical	Lifting/Carrying		Exposure to Environmentals		
Standing	O	Up to 10 pounds	C Possible exposure to blood-borne pathogens through body and/or body fluids	O	
Walking	O	Up to 25 pounds	O Toxic chemicals	N	
Sitting	C	Up to 50 pounds	O Moving parts	N	
Talking in person/on the phone	F	Up to 75 pounds	N Electrical shock risk	N	
Pushing/pulling	O	Up to 100 pounds	N Explosives	N	
Hearing	F	More than 100 pounds	N Fumes	N	
Feeling, grasping, finger dexterity	C	Noise Levels		Extreme cold (non-weather)	N
Climbing, balancing	O	Quiet (i.e. private office)	F Extreme heat (non-weather)	N	
Stooping (bend at waist)	O	Moderate noise (i.e. business office with printers, light traffic)	F Varying weather conditions	N	
Crouching, crawling, kneeling, squatting	O	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O Sight		
Stretching/reaching with hands	O	Very loud noise (i.e. jack hammer,	N Vision for close work/ability to	O	



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and arms		front row rock concert)	adjust focus	
Distinguishing smell	N		Looking at computer monitor	F
Distinguishing temperature	N		Color vision (identify and distinguish colors)	F
Traveling by automobile	O		Peripheral, depth perception	F

NOTICES

Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran’s preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

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Notice of Rights Under the Federal Medical Leave Act

<https://www.dol.gov/sites/dolgov/files/WHD/legacy/files/fmlaen.pdf>