



401 Devils Lane · P.O. Box 99
Walworth, Wisconsin 53184
262-275-2117
www.bigfootrecreation.org

Job Description
Big Foot Recreation District
Assistant Program Coordinator

Part Time / At Will: 40 hours / week
Reports To: Big Foot Recreation District Recreation Director
Funding Source: Community Fund

General Job Description: Work in conjunction with the Program Coordinator by assisting in the creation and implementation of community recreation programs.

Education Experience

1. High School diploma or equivalent
2. Bachelor's degree in Recreation Management, Physical Education or related field preferred. Enrolled or have just completed academic requirements in a Graduate level Recreation Administration program preferred.

Experience

Knowledge and basic experience of:

1. Community based recreation sports and programs for youth, adult and families
2. Clerical practices and procedures
3. Computer skills and knowledge of office software packages

Essential Functions

1. Strong customer service skills
2. Ability to operate a computer and related office equipment for up to eight hours to complete tasks
3. Ability to communicate effectively, both orally and in writing
4. Ability to assume delegated responsibilities for Recreation District operations
5. Proficiency of a variety of computer programs and electronic media
 - a. Microsoft Office Suite (Excel, Word, PowerPoint)
 - b. Facebook and Twitter
6. Ability to learn and utilize computer software
 - a. Adobe Creative Suite (InDesign, Photoshop, Dreamweaver, Illustrator, Acrobat)
 - b. Recreation Software (Sportsman)
7. Ability to create, coordinate and lead community recreation programs for all ages and backgrounds
8. Ability to function effectively in a team environment
9. Ability to work flexible hours, including evenings and weekends as needed
10. Ability to transport self to area program locations

Position Duties & Responsibilities

Customer Service

1. Greet customers in a friendly, professional manner. Answer questions and provide assistance electronically, by phone and in person.
2. Confirm forms are completed properly with the appropriate fees.
3. Confirm residency status.
4. Keep customers abreast of program changes through various media (email, phone, electronic media).
5. Process fitness center membership cards.

Administrative Support

1. Assist in the preparation and maintenance of an operations/procedures manual.
2. Provide other office assistance to the Director and program staff as needed.

Program Development and Coordination

1. Assist creating, coordinating, leading and evaluating recreational programs for youth, adults and families in both small and large group settings.
2. Assist creating, coordinating, leading and evaluating special events including:
 - a. Community Movie House/Movie Under the Stars
 - b. Daddy/Daughter Dance
 - c. Easter Egg Hunt
 - d. Grand Geneva Ski Program
 - e. Teen Midnight Ski Trip
 - f. Touch-A-Truck
 - g. Youth Sports Sign-Up Day
 - h. Other events
3. Assist planning, calculating and maintaining program budgets, including the research, planning and purchase of supplies and materials to execute program goals.
4. Develop, draft and update marketing and communication material including flyers, press releases, brochures, electronic media other communications.
5. Assist with overall development of seasonal program brochure.
6. Assist developing and maintaining communications with media representatives, BFASA officials, community members and special interest groups.
7. Act as Big Foot Recreation District contact to the areas separate youth sports organizations affiliated with Big Foot Recreation.
8. Accurately communicate with each organization to effectively assist in registration, marketing, and appropriate dissemination of information to the public.
9. Assist the Recreation Director and Program Coordinator in developing and executing overall Big Foot Recreation District goals and objectives.

Miscellaneous

1. Contribute to the team effort and further the mission of the Big Foot Recreation District.
2. Work in a flexible and dynamic office and accept other duties as assigned.

Physical Capabilities

1. Must possess mobility to work in a standard office setting.
2. Physical strength and ability to lift and carry up to 50 pounds.
3. Sensory ability necessary to lead and monitor children/participants attending special events, programs and trips, sometimes involving rough terrain.
4. Ability to work outdoors in a variety of weather and temperature conditions.
5. Vision to read printed materials and a computer screen.
6. Hearing and speech to communicate in person and over the telephone.

Key Competencies

- Communication skills
- Problem analysis and assessment
- Judgment and problem solving
- Decision making
- Planning and organizing
- Work and time management
- Creativity
- Initiative
- Integrity
- Stress tolerance
- Adaptability
- Teamwork and collaboration

Apply to: Chuck Thiesenhusen, Director

cathiesenhusen@bigfoot.k12.wi.us