

JOB DESCRIPTION

TITLE:	Sports & Recreation Coordinator	GRADE:	16
INCUMBENT:	Open	PAY TYPE:	Non-Exempt
REPORTS TO:	Sports & Recreation Manager	REVISED:	11/19/2025

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

OVERVIEW:

This position is responsible for developing and coordinating the sports and recreation programs at Choice Health & Fitness and aids/assists with the management of the facility/staff. This position also functions as a member of the management team.

DUTIES/RESPONSIBILITIES/STANDARDS:

Critical Element #1

General expectations

- Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District.
- Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public.
- Assist other departments to promote the overall mission of the Grand Forks Park District.
- Assist with special projects and tasks as assigned.
- Ensure a safe, secure, and legal work environment.

Critical Element #2

Supervisory expectations

- Maintain quality staff by recruiting, hiring, training, evaluating, and disciplining employees.
- Lead staff by direction and example to provide our parks, programs, facilities, and other services with a positive and enjoyable experience for all employees and citizens of Grand Forks.
- Treat all staff with fairness, respect, and impartiality.

Critical Element #3

To develop and coordinate the sports and recreation programs under the guidance of the sports and recreation manager and serve as an effective member of the management team to assist with the development of policies and procedures of Choice Health & Fitness.

- Develop and coordinate sports and recreation programs and events and operate each program or event in a manner that promotes participation and retains customers.
- Use customer satisfaction processes for select programs, bi-annually, to document program quality.
- Evaluate program statistics quarterly and make appropriate changes to the schedule.
- Meet on a weekly basis with the sports & recreation manager to discuss the coordination, operation, and evaluation of the sports and recreation programs and events.
- Meet on a weekly basis with the director of facilities and programs, department managers and coordinators, and other team members to set, implement, and evaluate policies and procedures that will enhance the success of Choice Health & Fitness.

Critical Element #4

Assist the sports & recreation manager with preparing and adhering to goals and budgets for the sports and recreation programs.

- Provide the sports & recreation manager with input regarding sports and recreation program participation and revenue goals.
- Develop sponsorships packages that enable the sports and recreation programs and events to be enjoyable, efficient, and cost effective.
- Operate the sports and recreation programs and events within budget.

Critical Element #5
In conjunction with the public relations and marketing department, use proper promotional tools to ensure adequate marketing of the sports and recreation programs and events.
<ul style="list-style-type: none"> • Assist the marketing department with the development, organization, and distribution of the marketing materials to ensure the success of all sports and recreation programs and events. • Assist the marketing department with the development and implementation of marketing strategies that successfully promote sports and recreation programs and events. • Adhere to “Brand Standards” guidelines set forth by Choice Health & Fitness and its partners.
Critical Element #6
Assist with development and maintenance of the sports and recreation programming areas including proposals and recommendations for equipment purchases and maintenance.
<ul style="list-style-type: none"> • Meet with the sports & recreation manager to provide advice on equipment purchases for the sports & recreation department. • Under the guidance of the sports & recreation manager and via cooperation with the maintenance department and sports and recreation programming staff, ensure adequate facility and equipment maintenance and recordkeeping to meet manufacturer and industry standards. • Provide advice regarding potential growth and development of sports and recreation programming areas.
Critical Element #7
Serve as a Manager on Duty (MOD) as assigned on a limited basis.
<ul style="list-style-type: none"> • Ensure proper facility opening and closing procedures are completed and upon closing the facility, ensure the facility is secured and all customers and employees have safely exited the premises. • Oversee and support all facility staff, especially but not limited to the customer service staff and maintenance staff, to ensure Choice Health & Fitness standards are met. • Assist customers with questions or concerns in a manner that meets the customer service standards of Choice Health & Fitness. • Address building and emergency issues as able and contact appropriate staff for assistance as needed.
KNOWLEDGE/SKILLS/ABILITIES:
<ul style="list-style-type: none"> • An undergraduate degree in sports management, physical education, or a related field and/or two years of experience in health/fitness center, physical education, or recreation programming. • A minimum of two years of youth teaching experience is preferred. • Knowledge and experience in general computer applications. • Knowledgeable in Microsoft Office products. • Excellent oral and written communication skills. • Ability to interact with staff and the public in a professional manner and manage a busy and diverse workload.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:				
Location	Choice Health & Fitness			
Hours	Generally, hours are 8:00 a.m. – 5:00 p.m. Normal hours of operation for Choice Health & Fitness are generally 5:00 a.m. – 10:00 p.m. Monday – Thursday, 5:00 am – 9:00 pm on Friday, 7:30 am – 8:00 p.m. on Saturday and 9:00 am – 8:00 pm on Sunday. The facility closes earlier during summer hours of operation. Each position may consist of a shift rotation depending on the hours of operation, programs, events, activities of the season, and assigned manager on duty shifts. Early morning opening, evening closing, and weekend shifts may be required.			
All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.				
Functional Job Duties	Rarely	Occasionally	Frequently	Continuously
General Activity				
Drive		x		
Sit			x	
Stand/Walk			x	
Bend/Squat			x	
Kneel/Crawl			x	
Push/Pull			x	
Climb		x		
Twist/Turn			x	
Work at heights	x			
Weight Lifted/Force Exerted				
Reach/Lift/Carry – up to 25 lbs.			x	
Reach/Lift/Carry – up to 50 lbs.			x	
Reach/Lift/Carry – up to 100 lbs.	x			
Reach/Lift/Carry – more than 100 lbs.	x			
Working Environment				
Indoors				x
Outdoors		x		
Loud Noise/Vibration		x		
Fumes	x			
Near Moving Mechanical Parts		x		
Risk of Electrical Shock		x		
Toxic/Caustic Chemicals/Radiation	x			
Extreme cold/heat (non-weather)	x			
Repetitive Motion – motor function				
Dominant Hand			x	
Non-Dominant Hand			x	
Right Foot/Left Foot			x	
Mental Demands				
Attention Span/Concentration			x	
Memory/Problem Solving/Conceptualization			x	
Patience/Influence People/Relate to Others				x
Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.				