



OFFICIAL NOTICE AND AGENDA - AMENDED

Notice is hereby given that the Parks and Recreation Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the: PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON

Date & Time: Tuesday, November 21, 2023 at 6:00 pm

Location: Hybrid meeting with in-person and virtual options.

In-Person: Council Chambers (321 S. Fourth St, Stoughton, WI 53589)

Virtual:
<https://us02web.zoom.us/j/81172430093?pwd=OHhUZ0VGeUM5dEZrbDV6UGJDRURUUT09>

Meeting ID: 811 7243 0093
Passcode: 061963

Members: Regina Hirsch, Phil Caravello, Daniel Payton, Patrick Butler, Jim Brandt, Ethan Scheiwe, Tim Swadley

CC: Attorney Matt Dregne, Department Heads, Stoughton Newspapers, Deb Waterstone, Sue Strandlie, Sarah Monette, Jon Lewis, Bob Diebel, Council Members

Item #	CALL TO ORDER
1	Call to Order
2	Roll Call
3	Approval of Minutes from October 17, 2023
4	Communications Member Communications Director's Report
Item #	OLD BUSINESS
Item #	NEW BUSINESS
5	Teigen Farm Park Master Plan Concepts (Discussion & Possible Action)

- 6 Lowell Park Trail Alignment Options (Discussion & Possible Action)
- 7 Parks & Recreation Staff Position Descriptions (Discussion & Possible Action)
- 8 Cromwell Court Parkland Dedication (Discussion & Possible Action)

Future Agenda Items

STI Development

Comprehensive Outdoor Recreation Plan Update

Magnolia Springs Park Master Plan

PARKS AND RECREATION COMMITTEE OF THE CITY OF STOUGHTON

Tuesday, October 17, 2023

This meeting was done hybrid

In-Person Option: City Hall Conference Room (207 S. Forrest Street)

Virtual Option: Join Zoom Meeting

<https://us02web.zoom.us/j/83949519879?pwd=aVo1YkhPczZlM1dacUtNbEF6RlZSU09>

Meeting ID: 839 4951 9879

Passcode: 497976

1. Call to Order: Chairperson Caravello called to order at 6:02 pm

2. Present: Alderpersons: Phil Caravello, Regina Hirsch, DJ Payton, Patrick Butler, Jim Brandt, Mayor Tim Swadley and Parks & Recreation Director Dan Glynn

Absent: None

Guest: Emma Wenman

3. Approval of Minutes from August 15, 2023

Motion to approve the Minutes from August 15, 2023 by Hirsch, seconded by Butler. Motion carried unanimously

4. Communications

Member Communications - None

Directors Report-Director Glynn reviewed Director Report, highlighted River Park, Virgin Lake Trail and Mandt Park Master Plan

5. Tee Naasak Park Master Plan

Presentation by Emma Wenman from MSA for the draft Tee Naasak Park Master Plan.

Motion to recommend to City Council to adopt the Tee Naasak Park Master Plan by Butler, seconded by Brandt. Motion carried unanimously.

6. Teigen Farm Park Restoration Plan

Glynn shared the restoration plan with the committee and highlighted the areas for restoration.

Future Agenda Items

STI Development

Comprehensive Outdoor Recreation Plan Update

Magnolia Springs Park Master Plan

Lowell Park Trail

Motion to adjourn by Payton seconded by Brandt

Motion carried unanimously at 7:06pm

**Director's Report
November 2023**

Riverfront Project

- We continue to go through the permitting process with the DNR for the River Park.
- I submitted the grant reimbursement forms for the Mandt Park pedestrian bridge.

Virgin Lake Trail

- The trail is under construction. The progress to date includes paving from Jackson Street to Roby Road and the associated restoration in those areas. The paving for the section of trail north of Roby is scheduled for Thursday, November 16th. The other larger item that still needs to be completed is the reconfiguration of the memory walk.

51 West Parks

- A ground breaking ceremony took place on November 14th for Eggleston's Woods Park. I wanted to recognize the Lions Club for their donation prior to me leaving the City.

Tee Naasak Park Master Plan

- I continue to be involved with the parkland dedication for the new apartment building on Cromwell Court.

STI Development/Feasibility Study

- Hunden presented the feasibility study to City Council on October 24th.

River Trail Planning Study

- There's no update regarding this. Strand recommended waiting until the River Park is permitted because that will determine if we will be having a trail in the millpond and the resulting connection to Mandt Park.

Magnolia Springs Park

- I reviewed the two concepts for the park.

Mandt Park Improvements

- Strand completed the additional survey work south of the Mandt Center and updated their base mapping for design purposes. A coordination meeting with Stoughton Utilities is scheduled for November 27th.

Comprehensive Outdoor Recreation Plan (CORP) Update

- I reviewed the preliminary survey results and met with the consultant on recommendations.

Racetrack Park Master Plan Implementation

- The seller accepted the City's offer. True North is completing a Phase I ESA for 2464 County Road A.

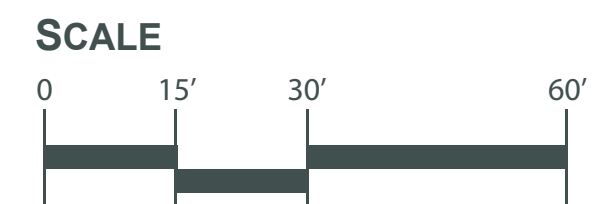


LEGEND

- WET MEADOW
- MESIC PRAIRIE
- SHORT GRASS PRAIRIE
- TURF GRASS
- RESTORED WOODLAND

Teigen Farm Park
Concept #1

Stoughton, WI
10.17.2023





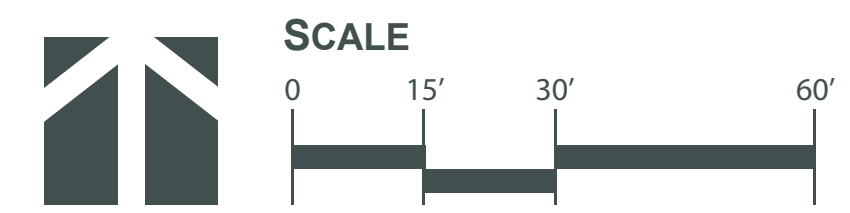
LEGEND

- WET MEADOW
- MESIC PRAIRIE
- SHORT GRASS PRAIRIE
- TURF GRASS
- RESTORED WOODLAND

Teigen Farm Park

Concept #2

Stoughton, WI
10.17.2023



Teigen Farm Park

CHARACTER IMAGERY

City of Stoughton, Wisconsin
October 17th, 2023



AMENITIES

Open-Air Shelter



Improve Existing Silo



Traditional Play Structure



NATURAL EXPERIENCE

Oak Savanna



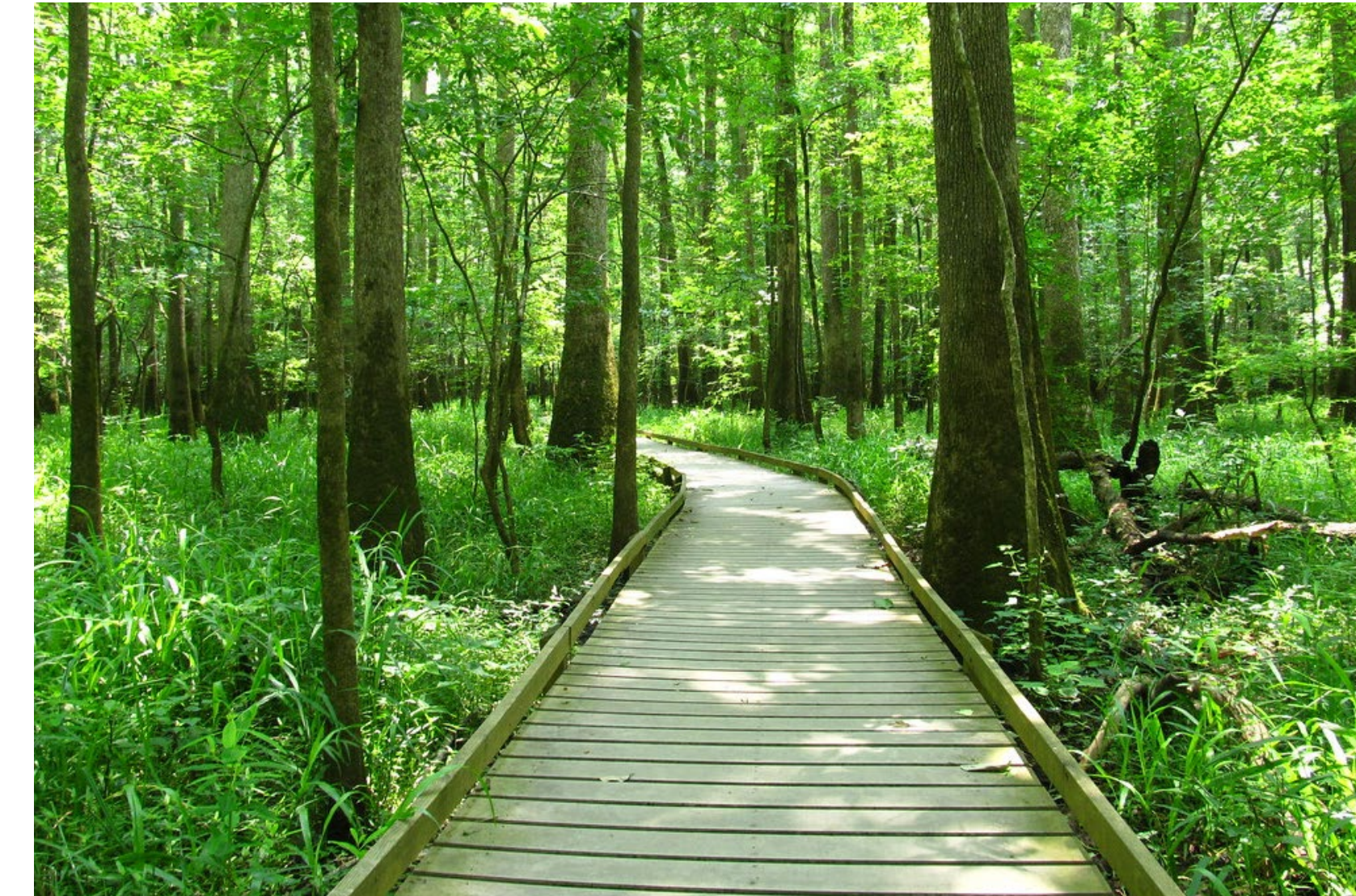
Multi-use Path



Stormwater Infrastructure



Boardwalk



Natural Play Elements



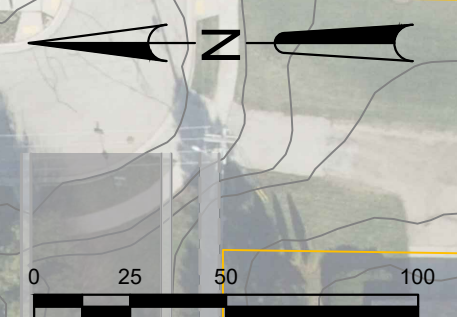
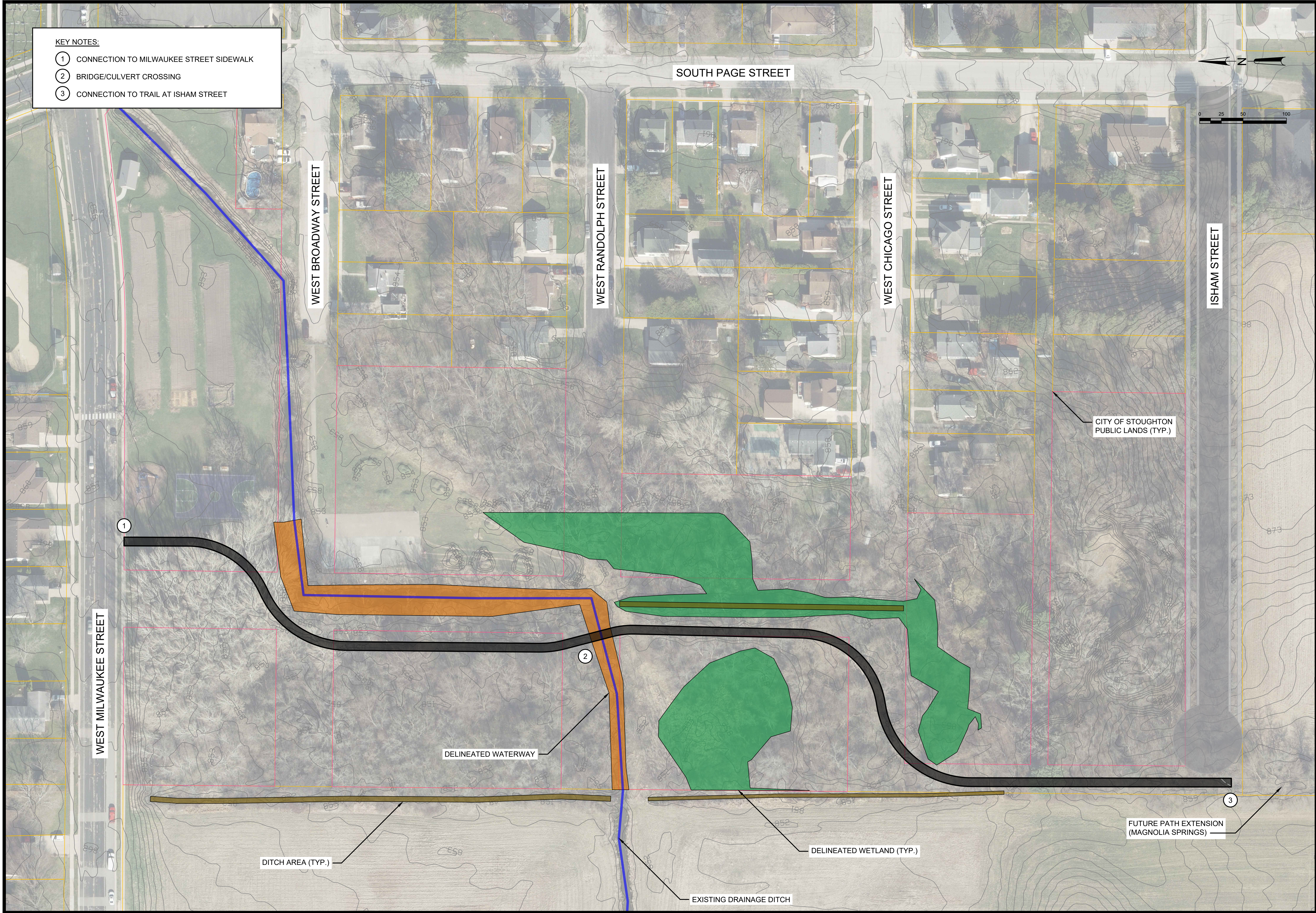
ENJOY.

Mowed Walking Trail



KEY NOTES:

- ① CONNECTION TO MILWAUKEE STREET SIDEWALK
- ② BRIDGE/CULVERT CROSSING
- ③ CONNECTION TO TRAIL AT ISHAM STREET



NO.	REVISIONS	DATE:

**ALTERNATIVE 1
TRAIL EXHIBIT**
LOWELL PARK TRAIL
FOR THE
CITY OF STOUTON
STOUTON, WISCONSIN

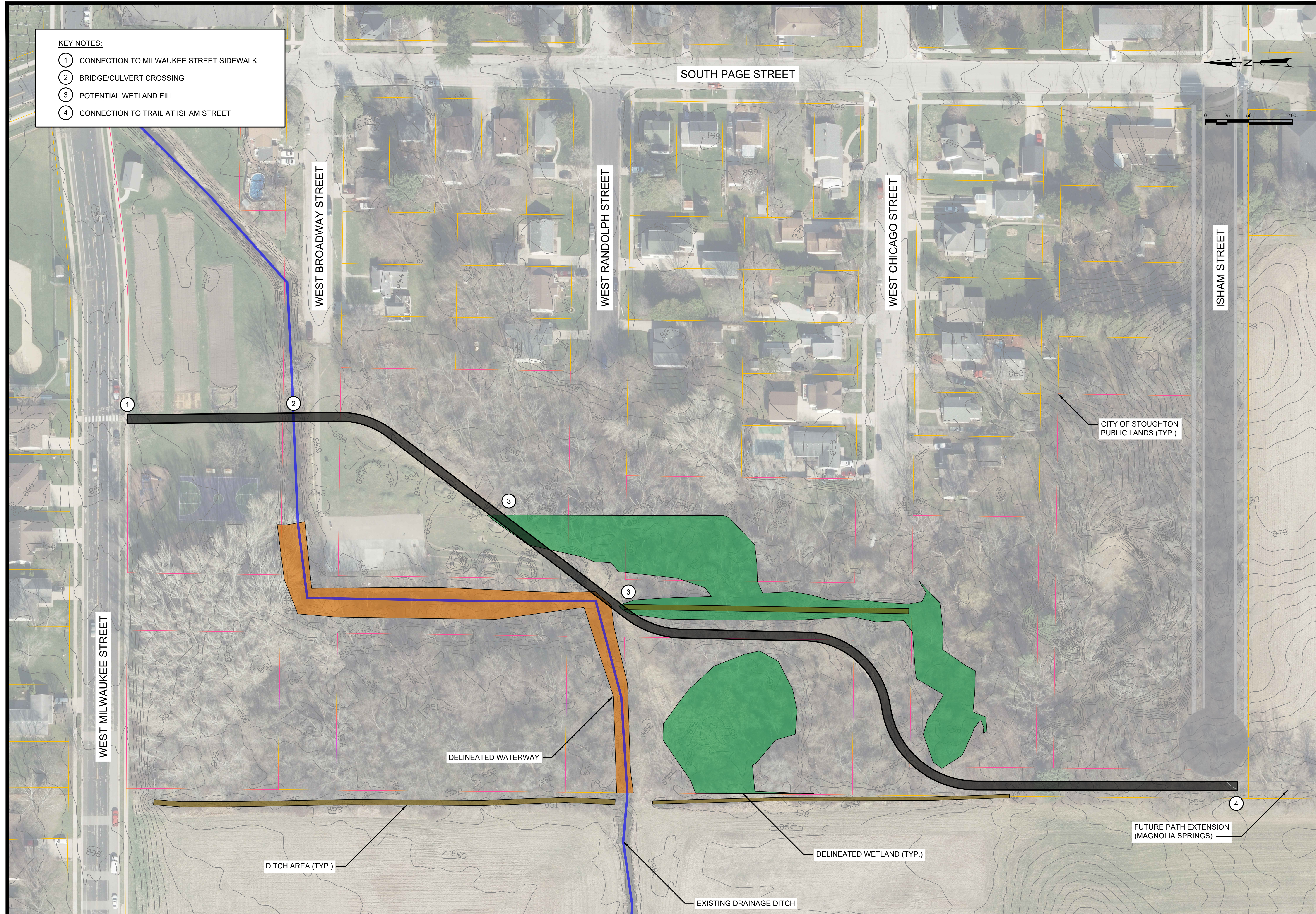
JOB NO.
1040.701
PROJECT MGR.
ZRS



SHEET
1

KEY NOTES:

- ① CONNECTION TO MILWAUKEE STREET SIDEWALK
- ② BRIDGE/CULVERT CROSSING
- ③ POTENTIAL WETLAND FILL
- ④ CONNECTION TO TRAIL AT ISHAM STREET



WEST MILWAUKEE STREET

WEST BROADWAY STREET

WEST RANDOLPH STREET

WEST CHICAGO STREET

ISHAM STREET

SOUTH PAGE STREET

CITY OF STOUGHTON PUBLIC LANDS (TYP.)

DELINEATED WATERWAY

DITCH AREA (TYP.)

DELINEATED WETLAND (TYP.)

EXISTING DRAINAGE DITCH

FUTURE PATH EXTENSION (MAGNOLIA SPRINGS)

NO.	REVISIONS	DATE:

**ALTERNATIVE 2
TRAIL EXHIBIT**
LOWELL PARK TRAIL
FOR THE
CITY OF STOUGHTON
STOUGHTON, WISCONSIN

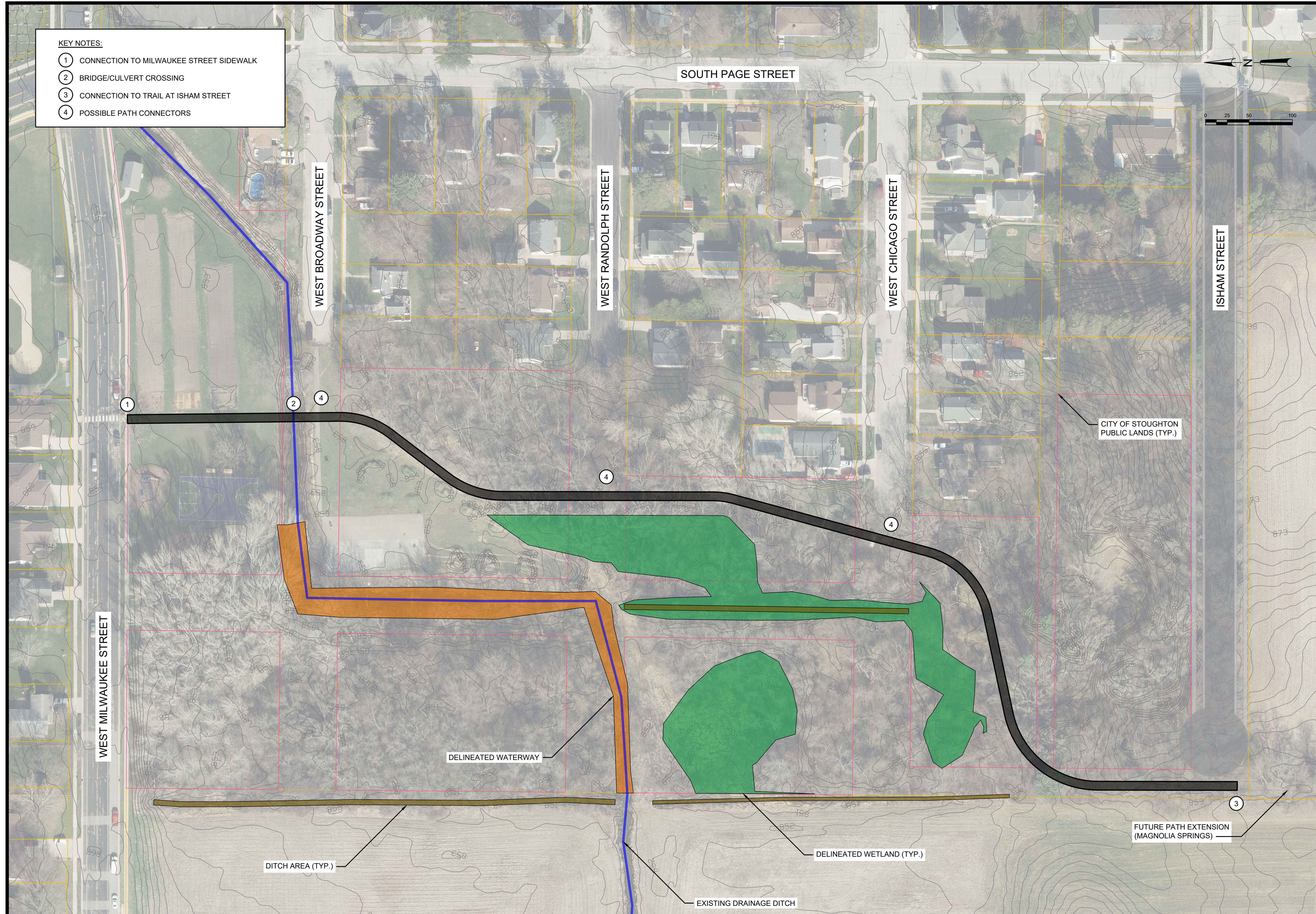
JOB NO.
1040.701
PROJECT MGR.
ZRS



SHEET
2

KEY NOTES:

- ① CONNECTION TO MILWAUKEE STREET SIDEWALK
- ② BRIDGE/CULVERT CROSSING
- ③ CONNECTION TO TRAIL AT ISHAM STREET
- ④ POSSIBLE PATH CONNECTORS



NO.	REVISIONS	DATE:

**ALTERNATIVE 3
TRAIL EXHIBIT**
LOWELL PARK TRAIL
FOR THE
CITY OF STOUGHTON
STOUGHTON, WISCONSIN

JOB NO.
1040.701
PROJECT MGR.
ZRS



SHEET
3



PUBLIC WORKS

Parks and Recreation Superintendent

REPORTS TO: Director of Public Works

Exempt

SUMMARY OF POSITION

The purpose of this position is to plan, develop, direct, and evaluate the comprehensive parks and open space plan (CORP) as well as recreation programs and services for the Community. Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for the development and implementation of new program areas and park facilities. Work involves significant community engagement and public involvement with elected officials, other policymakers, residents, civic and special interest groups. Responsible for ensuring parks and open spaces are maintained to meet or exceed the expectations of the residents or user groups.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Provides leadership, support, and vision for the parks, recreation, and trails.
- Responsible for park planning and development of the Comprehensive Outdoor Recreation Plan (CORP) for park facilities and open spaces within the city.
- Responsible for developing and fostering partnerships with the Stoughton Area School District, community, civic, special interest, and park user groups.
- Assists the Director of Public Works in the development of the parks, recreation, and trails annual operating budget and five-year capital improvement plan (CIP) in support of the approved CORP Plan.
- Administers financial activities of Parks and Recreation; prepares and monitor's budget; maintains revenues; processes payroll timesheets, accounts receivable and accounts payable; prepares purchase orders.
- Prepares grant applications and administers grant awards and donations.
- Plans for and coordinates the purchase of parks, recreation, and trails facilities, including, but not limited to; playgrounds, shelters, restrooms, shade structures, and other parks and recreation amenities.
- Coordinates park development activities; develops site plans; applies for funding; develops budget.
- Coordinates volunteer projects with groups and organizations.
- Assists and works with the City Planning Department and Developers to collect parkland development funds and plans and implements new parks and outdoor spaces within newly developed sub-divisions.
- Attends various committee and other meetings as required.
- Staff liaison to the Parks and Recreation Committee, the River and Trails Task Force Committee, and the Prairie Task Force.



PUBLIC WORKS

Parks and Recreation Superintendent

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Bachelor of Science degree with a major or minor in parks and recreation, public administration, program management or a related field.
- One to two years of recreation program development and administration experience.
- Designation as a Certified Parks and Recreation Professional (CPRP) desired.
- Masters' degree in Parks and Recreation, preferred
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the position will be considered.

Language Skills

- Ability to comprehend and interpret a variety of documents including budget statements, billing invoices, purchase orders, activity registrations, job applications, attendance records, time sheets, city and zoning maps, letters and other correspondence, advertisements and other promotional materials, policy and procedure manuals, etc.
- Ability to prepare a variety of documents including billing invoices, purchase orders, budget documents, park plans, brochures and other promotional materials, meeting minutes, letters and other correspondence, attendance records, accident reports, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to understand and correctly use park and recreation programs and park development, basic electrical, accounting, construction, and terminology.
- Ability to communicate effectively with program participants, Department and other City personnel, City Council members, school and community groups, volunteers, the general public, and others verbally and in writing.

Supervisory Skills

- Ability to assign, supervise, and review the work of others.
- Ability to make decisions regarding the selection, discipline, and discharge of employees.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical and Mental Abilities Required to Perform Essential Position Functions



PUBLIC WORKS

Parks and Recreation Superintendent

operate a variety of office equipment including personal computer, calculator,

- photocopier, telephone, fax machine, etc.
- Ability to maneuver objects weighing up to 50 pounds, including climbing and balancing.

Environmental Adaptability

- Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, smoke, potential violence, noise, wetness, machinery, electrical currents, disease and/or dust can cause discomfort and where there is a risk of injury.

Necessary Special Requirement:

- Employment contingent upon passing a background check which includes a child and vulnerable adult abuse records check, physical and drugscreen.
- Valid Wisconsin State driver's license.

EQUAL OPPORTUNITY EMPLOYER

The City of Stoughton is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT:

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____



~~PARKS & RECREATION~~ **PUBLIC WORKS DEPARTMENT**

Recreation Supervisor

REPORTS TO: ~~Parks and Recreation Superintendent~~ ~~Parks & Recreation Director~~ **Non-Exempt**

SUMMARY OF POSITION

The purpose of this position is to assist the ~~Director~~ Parks and Recreation Superintendent with the coordination and administration of recreation and Youth Center programming, assume the responsibilities of the ~~Director~~ Superintendent in his/her absence, and perform a variety of administrative tasks in the operation and organization of recreation activities.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Develops, implements, coordinates, and evaluates various recreation and Youth Center programs, leagues, tournaments, and other activities; recruits, hires, and trains staff and volunteers for activities and programs; evaluates activities and programs.
- Develops, implements, coordinates, and evaluates activities at Troll Beach, the Community Garden, and special events such as the Gazebo Musikk shows in parks.
- ~~Creates and implements recreation programs.~~
- Plans and implements the marketing of information regarding recreation programs using seasonal brochures, department web page, email, and social media;
- Hires, trains, and supervises the Recreation Coordinator, recreation program staff, contractors, and volunteers;
- Registers recreation program participants by mail, online system, and in-person.
- Prepares detailed summary reports, including financial, participation, and evaluation at the conclusion of each program.
- Secures and coordinates the use of School District facilities for department programming.
- Coordinates the use of City Park Facilities for community organizations and the public.
- Processes recreation department seasonal employee payroll and contracted services; prepares deposits, and reconciles petty cash and receipts.
- Assists in the preparation of the recreation programming budget.
- Attends committee ~~and Department Head~~ meetings and performs other Recreation ~~Director~~ Superintendent duties in their absence.
- Performs other duties as required and assigned for the benefit and welfare of the Department.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Orders supplies.
- Directs new employee orientation regarding payroll.
- Prepares purchase orders.



~~PARKS & RECREATION~~ **PUBLIC WORKS DEPARTMENT**

Recreation Supervisor

- Maintains records for receipts, statistics, keys, equipment; and programs
- Attends and participates in meetings regarding recreation programs as needed and assigned.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Bachelor's degree in Parks and Recreation Administration or a related field with one to two years of recreation program development and administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Supervisory experience required.
- High school diploma or equivalent, Vocational/technical training in administrative skills, one to two years of administrative experience with public contact, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Language Ability and Interpersonal Skills

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information, such as schedules, time sheets, job applications, attendance records, rosters, billing invoices, registration forms, payroll records, purchase orders, newspaper copy, training manuals, program rules, maps, park plans, computer software operating manuals, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and in writing with program participants, Recreation ~~Superintendent-Director~~, officials, coaches, City personnel, school personnel and law enforcement personnel, volunteers, and the general public.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.



~~PARKS & RECREATION~~ PUBLIC WORKS DEPARTMENT
Recreation Supervisor

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate a variety of office equipment including a computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling. Ability to sustain prolonged visual concentration.
- Ability to recognize and identify similarities or differences between characteristics of sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, smoke, potential violence, noise, wetness, machinery, electrical currents, disease and/or dust can cause discomfort and where there is a risk of injury.

Necessary Special Requirement:

- Employment contingent upon passing a background check which includes a child and vulnerable adult abuse records check, physical and drug screen.
- Valid Wisconsin State driver's license.

EQUAL OPPORTUNITY EMPLOYER

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Printed Name: _____



~~PARKS & RECREATION~~ PUBLIC WORKS DEPARTMENT

Recreation Supervisor

Signature: _____ Date: _____



PUBLIC WORKS DEPARTMENT *Recreation Supervisor*

REPORTS TO: Parks and Recreation Superintendent **Non-Exempt**

SUMMARY OF POSITION

The purpose of this position is to assist the Parks and Recreation Superintendent with the coordination and administration of recreation and Youth Center programming, assume the responsibilities of the Superintendent in his/her absence, and perform a variety of administrative tasks in the operation and organization of recreation activities.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Develops, implements, coordinates, and evaluates various recreation and Youth Center programs, leagues, tournaments, and other activities; recruits, hires, and trains staff and volunteers for activities and programs; evaluates activities and programs.
- Develops, implements, coordinates, and evaluates activities at Troll Beach, the Community Garden, and special events such as the Gazebo Musikk shows in parks.
- Plans and implements the marketing of information regarding recreation programs using seasonal brochures, department web page, email, and social media;
- Hires, trains, and supervises the Recreation Coordinator, recreation program staff, contractors, and volunteers;
- Registers recreation program participants by mail, online system, and in-person.
- Prepares detailed summary reports, including financial, participation, and evaluation at the conclusion of each program.
- Secures and coordinates the use of School District facilities for department programming.
- Coordinates the use of City Park Facilities for community organizations and the public.
- Processes recreation department seasonal employee payroll and contracted services; prepares deposits, and reconciles petty cash and receipts.
- Assists in the preparation of the recreation programming budget.
- Attends committee meetings and performs other Recreation Superintendent duties in their absence.
- Performs other duties as required and assigned for the benefit and welfare of the Department.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Orders supplies.
- Directs new employee orientation regarding payroll.
- Prepares purchase orders.



PUBLIC WORKS DEPARTMENT *Recreation Supervisor*

maintain records for receipts, statistics, keys, equipment; and programs
Attend and participates in meetings regarding recreation programs as needed and assigned.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- Bachelor's degree in Parks and Recreation or a related field with one to two years of recreation program development and administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- Supervisory experience required.
-

Language Ability and Interpersonal Skills

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information, such as schedules, time sheets, job applications, attendance records, rosters, billing invoices, registration forms, payroll records, purchase orders, newspaper copy, training manuals, program rules, maps, park plans, computer software operating manuals, procedures, guidelines, and non-routine correspondence.
- Ability to communicate orally and in writing with program participants, Recreation Superintendent, officials, coaches, City personnel, school personnel and law enforcement personnel, volunteers, and the general public.

Mathematical Skills

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Physical and Mental Abilities Required to Perform Essential Position Functions

- Ability to operate a variety of office equipment including a computer terminal, typewriter, telephone, fax machine, calculator/adding machine, and photocopier.



PUBLIC WORKS DEPARTMENT *Recreation Supervisor*

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training such as data entry.

- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling. Ability to sustain prolonged visual concentration.
- Ability to recognize and identify similarities or differences between characteristics of sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under occasionally unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, smoke, potential violence, noise, wetness, machinery, electrical currents, disease and/or dust can cause discomfort and where there is a risk of injury.

Necessary Special Requirement:

- Employment contingent upon passing a background check which includes a child and vulnerable adult abuse records check, physical and drug screen.
- Valid Wisconsin State driver's license.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____

Signature: _____ Date: _____

Council Action: _____

Override

Vote _____



PUBLIC WORKS

Parks & Recreation Coordinator

REPORTS TO: Recreation Supervisor

Non-Exempt

SUMMARY OF POSITION

The Parks & Recreation Coordinator will be responsible for program registration, scheduling, social media initiatives, and will assist the Recreation Supervisor with the planning of recreation programs and implementation of recreation programs, and oversee on-site active recreation programs.

DUTIES AND RESPONSIBILITIES

Core Duties and Responsibilities - The following duties are the primary duties of this position but do not compose an exclusive or all-encompassing list of duties. Other duties may be assigned or required to accomplish the main goals of this position.

- Assists with program management.
- Assists Public Works Department.
- Coordinates Gazebo Musikk and Movie in the Park events.
- Assists with Sponsorship Program management.
- Handles cash receipting for department.
- Participates in light outdoor maintenance.
- Performs visitor services functions for department.
- Sports field preparation and maintenance to include, but not limited to, dragging baseball and softball fields, line striping, placing of bases, and making sure the field areas are free of trash and debris.
- Dragging beach area at Troll Beach.
- Provide friendly customer service and a welcoming environment to each customer.
- Posts to department social media accounts and sends marketing emails.
- Fills in when needed at Troll Beach, Youth Center, and Ski Club.
- Must be available evenings and weekends as needed.
- Other duties as assigned.

QUALIFICATIONS

The ability to perform the Core Duties and Additional Duties listed above and:

Education/Training/Certifications

- High school diploma or equivalent
- Good communication skills
- Valid Driver's License
- Variety of computer and office skills
- Physically fit for light maintenance work
- 18+ years old
- Background check, physical/drug screen required



PUBLIC WORKS

Parks & Recreation Coordinator

Knowledge and Abilities

- Excellent customer service skills – this position serves as an ambassador for the City and must engage patrons and participants in a respectful, professional and positive demeanor.

Environmental Adaptability

- Ability to work effectively in an outdoor environment, with exposure to outdoor conditions including varying temperatures and precipitation.

EQUAL OPPORTUNITY EMPLOYER

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ACKNOWLEDGEMENT:

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Printed Name: _____

Signature: _____ Date: _____