



**Mayor**  
Richard E. Roquemore

**City Clerk**  
Michael E. Parks

**City Administrator**  
Michael E. Parks

**City Council**  
Robert Vogel  
Taylor Sisk  
Jamie Bradley  
Joshua Rowan

**JOB TITLE:** PARKS COORDINATOR  
**DEPARTMENT:** PARKS AND LEISURE  
**REPORTS TO:** CITY ADMINISTRATOR  
**POSITION NUMBER:** PL 62000-02  
**STATUS:** EXEMPT

### **Position Summary:**

The role encompasses the coordination of leisure activities, landscaping, and development across all municipal parks and leisure facilities. The position involves organizing and executing special events, recruiting volunteers, collecting fees for classes and recreation programs, as well as coordinating marketing and promotional activities, and offering information and assistance to the public regarding park and leisure services. Additionally, the role requires publicizing recreation services through various media channels and collaborating with youth and adult organizations to align athletic and leisure programs. All tasks are carried out under the direction of the City Administrator.

### **Major Duties and Responsibilities:**

- Strategically plan and execute all meetings of the Parks & Leisure Commission, including the recruitment of volunteer members for special programs and events.
- Oversee the volunteer recruitment process, encompassing evaluation, interviewing, selection, and placement for service opportunities.
- Collaborate with the Downtown Development Authority to support events and activities, enhancing community engagement.
- Coordinate all special events within municipal parks, ensuring seamless integration with associated leisure programs and facilities.
- Act as a liaison, coordinating and scheduling activities for youth and adult organizations utilizing municipal parks and leisure amenities.
- Organize and implement sports activities and recreational programs as per community needs.

### **Knowledge, Skills, and Abilities:**

Possess comprehensive knowledge of the parks and recreation sector, with a focus on outdoor activities and contracted instructional classes. Demonstrates exceptional verbal and written communication skills, essential for effective program marketing and promotion to a diverse

audience. Exhibits the ability to forge and maintain positive, cooperative relationships at all levels of interaction, including with a culturally diverse public, prioritizing high-quality service to both internal and external customers. Committed to serving the public and colleagues with utmost honesty and integrity, in accordance with all city ethics and conflict of interest policies.

**MINIMUM QUALIFICATIONS**

High School Diploma, state-issued GED, or equivalent

Minimum one (1) to two (2) years of recent experience in recreation program and park planning or delivery.

Valid Georgia Driver's License must be maintained during employment

**The City of Auburn is an Equal Opportunity Employer, Drug Free Workplace, and Georgia Certified Work Ready City.**