

City of Vicksburg
Job Description

Job Description

Job Title: Programs Coordinator / Administrative Assistant – Parks and Recreation

Department: Parks and Recreation

Reports To: Director of Parks and Recreation

FLSA Status: Non-Exempt

Prepared By: Roosevelt L. Brown

Prepared Date: 10/21/25

Approved By: Carla Sullivan

Approved Date: 10/21/2025

Summary

Performs a variety of administrative, clerical, and program coordination duties in support of the Parks and Recreation Department. This position assists with scheduling, communication, purchasing, and payroll while also coordinating, promoting, and implementing recreational programs and community events. The employee relieves officials of administrative and program-related details and helps ensure efficient operations and quality recreational experiences for citizens of all ages.

Essential Duties and Responsibilities

Program Coordination Responsibilities

- Assists in planning, developing, and promoting recreational programs, activities, and community events for citizens of all ages.
- Coordinates the activities of staff and volunteers involved in recreation programs and events.
- Develops and maintains program schedules, registration forms, and promotional materials.
- Adapts recreation programs to meet community needs and ensures accessibility and inclusivity.
- Collaborates with schools, civic organizations, and other community groups to enhance recreational opportunities.
- Assists with budgeting, purchasing, and inventory for recreational programs.
- Prepares reports, attendance records, and evaluations of programs and events.
- Provides on-site support during recreation programs, special events, and tournaments.

- Promote programs and events through city communication channels and social media.
 - Assists with general setup, cleanup, and maintenance of recreational facilities as needed.
-

Administrative Responsibilities

- Reads and routes incoming mail; locates and attaches appropriate files or documentation to correspondence.
- Matches, prepares, and signs purchase orders.
- Orders and maintains office and janitorial supplies; arranges for equipment maintenance.
- Composes and types correspondence, reports, and meeting minutes.
- Prepares and processes paperwork for employee sick leave, vacation, and payroll.
- Organizes and maintains filing systems, department records, and databases.
- Answers and screens telephone calls; arranges conference calls and appointments.
- Coordinates and arranges meetings; prepares agendas, reserves and prepares facilities, and records minutes.
- Greets scheduled visitors and directs them to appropriate personnel or areas.
- Prepares outgoing mail and correspondence, including email and faxes.
- Completes service request forms and monitors work order progress

Supervisory Responsibilities

This job has no regular supervisory responsibilities but may assist with coordination and oversight of volunteers and part-time or seasonal recreation staff.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Associate's degree in business administration, recreation, or related field and two (2) years of related experience; or
- High school diploma or GED and at least four (4) years of administrative or recreation program experience; or
- Equivalent combination of education and experience.
- Bachelor's degree in recreation, sports management, or a related field preferred.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to effectively communicate before groups of employees or the public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, fractions, and decimals. Ability to compute rates, ratios, and percentages and interpret graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving multiple variables in standardized situations.

Computer Skills

Proficiency in Microsoft Office Suite (Word, Excel, Outlook) or similar software. Experience with recreation management software preferred.

Certificates, Licenses, Registrations

Must have a valid driver's license.

Other Skills and Abilities

- Must have good organizational and communication skills and be able to interact effectively with the public.
- Must have good computer, typing, and phone skills.
- Must be able to work independently and handle multiple projects.
- Must be willing to work occasional evenings and weekends for recreation programs or community events.

Other Qualifications

Overtime, flexible work schedules, and on-call status are not normal requirements of this position but may be assigned if necessary.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to stand and walk and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, depth perception, and the ability to adjust focus.

Work Environment

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Work is primarily performed in an office environment with occasional duties at outdoor parks, recreation centers, or event sites.