

**ORDINANCE NO. 43-22**

**AN ORDINANCE AMENDING SECTION 31.07 OF THE SALARIES AND BENEFITS CODE OF THE CITY OF MEDINA, OHIO RELATIVE TO ACCEPTING THE REVISED JOB DESCRIPTION FOR THE SENIOR ACTIVITIES COORDINATOR AT THE MEDINA COMMUNITY RECREATION CENTER, AND DECLARING AN EMERGENCY.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:**

- SEC. 1:** In accordance with Section 31.07 of the Salaries and Benefits Code of the City of Medina, Ohio the revised job description for the position of “Activities Coordinator” at the Medina Community Recreation Center Community Development Director is hereby approved, marked Exhibit A, attached hereto and incorporated herein.
- SEC. 2:** That a copy of the revisions to the “Senior Activities Coordinator” is marked Exhibit B, attached hereto and incorporated herein.
- SEC. 3:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 4:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason to begin advertising for assistance with summer programming; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

**PASSED:** March 14, 2022

**SIGNED:** John M. Coyne, III  
President of Council

**ATTEST:** Kathy Patton  
Clerk of Council

**APPROVED:** March 15, 2022

**SIGNED:** Dennis Hanwell  
Mayor

THE CITY OF MEDINA  
JOB DESCRIPTION

ORD. 43-22  
NEW  
Exh. A

**TITLE:** Activities Coordinator

**REPORTS TO:** Program Manager

**DEPARTMENT/DIVISION:** Recreation

**CIVIL SERVICE STATUS:** Unclassified

**JOB STATUS:** Part-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** Under the direction of the Program Manager the Activities Coordinator is responsible for development, implementation and administration of all programs, events and activities for specific populations including toddlers, youth, teens and adults.

**ESSENTIAL JOB FUNCTIONS:**

Plans, implements, monitors, and promotes wellness and recreation programs to meet the specific needs of community residents.

Provides programs and events that encourage engagement and socialization to help support a higher quality of life for the community.

Manages volunteer program, including recruitment, training and supervising volunteers.

Works with other community groups to organize and plan outings and events.

Designs and publishes newsletters and brochures and assists in the marketing and promotion of various programs, events and activities.

Develops statistics and reports on programs.

Schedules all specialized programs and activities on site and in the City Parks system and assist in program set up and tear down.

Maintains and procures supplies, equipment, and programming materials.

Answers customer questions and serve as an information source for MCRC programs and activities.

Supervises staff, volunteers, and participants in programs, drop in activities, or special events.

Maintains open and consistent communication with all MCRC staff, custodial staff, and patrons.

Ensures the safety and welfare of all participants.

Ensures adherence to all MCRC policies and procedures during all programs and activities.

Attends all staff meetings and training sessions as scheduled.

Maintains regular and consistent attendance.

Follows emergency procedures as necessary.

Performs other duties as assigned.



Able to perform the physical demands including but are not limited to being able to lift and move MCRC equipment and objects, and have the strength and agility to walk, stand, bend, stoop, crawl, squat, kneel and reach throughout the work day.

**EDUCATION, TRAINING AND EXPERIENCE:**

Possession of high school diploma, GED, or equivalent certificate required and preferably two or more years of direct programming experience.

Possession of a college degree or significant work in progress toward recreation, education, health education or related field preferred.

Strong organizational, leadership, and interpersonal communication skills.

**Certifications:**

- First Aid
- Cardiopulmonary Resuscitation/ AED

**License:**

- Valid driver's license issued by the State of Ohio.

**QUALIFICATIONS:**

**Knowledge of:**

- All MCRC policies and procedures; and
- Recreation programming.

**Skilled in:**

- Customer service; and
- Personal computer use including database applications and publishing software.

**Ability to:**

- Create and maintain accurate records using database computer applications.
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Work well with others in a dynamic customer service oriented environment;
- Understand and follow complex oral and written instructions;
- Effectively supervise staff members, volunteers, and participants to ensure quality programs and activities;
- Provide administrative and professional leadership and direction to department personnel; and
- Operate standard office equipment including but not limited to, personal computer, fax and copy machine, telephone and printers.

**ENVIRONMENTAL ELEMENTS:**

This individual works indoors at MCRC and outdoors in Medina City Parks.

**WORKING CONDITIONS:**

May be required to work outside normal business hours including weekends, evenings, and holidays.

**ADDITIONAL REQUIREMENTS:** The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Employee understands that conditions may require the City to modify this Job Description and that the City reserves the right to exercise its discretion to make such changes.

**EMPLOYEE ACKNOWLEDGEMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

THE CITY OF MEDINA  
JOB DESCRIPTION

Ord. 43-22  
REVISIONS  
Exh. B

**TITLE:** ~~Senior~~-Activities Coordinator

**REPORTS TO:** Program Manager

**DEPARTMENT/DIVISION:** Recreation

**CIVIL SERVICE STATUS:** Unclassified

**JOB STATUS:** Part-time

**EXEMPT STATUS:** Non-exempt

**CLASSIFICATION FEATURES:** Under the direction of the Program Manager the ~~Senior~~-Activities Coordinator is responsible for development, implementation and administration of all programs, events and activities for the ~~senior~~ specific populations including toddlers, youth, teens and adults.

**ESSENTIAL JOB FUNCTIONS:**

Plans, implements, monitors, and promotes wellness and recreation programs to meet the specific needs of ~~senior~~ community residents.

Provides programs and events that encourage engagement and socialization to help support a higher quality of life for the ~~senior~~ community.

Manages volunteer program, including recruitment, training and supervising volunteers.

Works with other community groups to organize and plan outings and ~~senior~~-events.

Designs and publishes newsletters and brochures and assists in the marketing and promotion of various ~~senior~~-programs, events and activities.

Develops statistics and reports on ~~senior~~-programs.

Schedules all **specialized** ~~senior~~ programs and activities on site **and in the City Parks** system and assist in program set up and tear down.

Maintains and procures supplies, equipment, and programming materials.

Answers customer questions and serve as an information source for MCRC programs and activities.

Supervises staff, volunteers, and participants in programs, drop in activities, or special events.

Maintains open and consistent communication with all MCRC staff, custodial staff, and patrons.

Ensures the safety and welfare of all participants.

Ensures adherence to all MCRC policies and procedures during all programs and activities.

Attends all staff meetings and training sessions as scheduled.

Maintains regular and consistent attendance.

Follows emergency procedures as necessary.

Performs other duties as assigned.



Able to perform the physical demands including but are not limited to being able to lift and move MCRC equipment and objects, and have the strength and agility to walk, stand, bend, stoop, crawl, squat, kneel and reach throughout the work day.

**EDUCATION, TRAINING AND EXPERIENCE:**

Possession of high school diploma, GED, or equivalent certificate required and preferably two or more years of direct programming experience. ~~with older adults.~~

Possession of a college degree or significant work in progress toward recreation, education, health education or related field preferred.

Strong organizational, leadership, and interpersonal communication skills.

**Certifications:**

- First Aid
- Cardiopulmonary Resuscitation/ AED
- ~~Blood-borne Pathogen Training~~

**License:**

- Valid driver's license issued by the State of Ohio.

**QUALIFICATIONS:**

**Knowledge of:**

- All MCRC policies and procedures; and
- Recreation programming.

**Skilled in:**

- Customer service; and
- Personal computer use including database applications and publishing software.

**Ability to:**

- Create and maintain accurate records using database computer applications.
- Communicate effectively in writing or orally with co-workers, supervisors and the general public;
- Work well with others in a dynamic customer service oriented environment;
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EMPLOYEE ACKNOWLEDGEMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

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