



PARKS RESERVATIONS COORDINATOR

POSITION CLASS:

AFSCME Local 496.00

HIRING AUTHORITY:

Parks and Recreation

JOB SUMMARY:

Performs a variety of administrative duties that relate to reservations and finance divisions for the Genesee County Parks and Recreation. Oversee all functions of Rec Trac reservations software. Reports to and assist the Director of Finance and Park Operations.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Assists Director of Finance and Park Operations with administrative work including but not limited to: preparing financial and other related reports, grant budgeting and tracking.
- Assists with receipting and reporting of various grants.
- Manages and maintains all functions of Rec Trac reservations software including but not limited to: program buildout, event buildout, facility and pavilion reservations.
- Coordinates and conducts Rec Trac training.
- Prepares special reports and projects for Parks revenue facilities.
- Handles all incoming reservation requests.
- Generates daily, weekly, and monthly reports related to reservations and occupancy.
- Liaise with other Divisions to ensure seamless guest experiences.
- Coordinates seasonal staff schedules and work.
- Performs related duties as required.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Parks and Recreation functions and activities.
- Ability to coordinate and motivate employees.
- Ability to build, use, and maintain Rec Trac or other reservations software.
- Ability to prepare and complete accurate accounting and reports with attention to detail.
- Knowledge of county purchasing policies.
- Ability to train staff in use of reservations software.
- Ability to work regularly and work under stressful conditions.
- Ability to communicate effectively with others.
- Ability to maintain good interpersonal relations.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Thirty (30) semester hours of college coursework **-AND-** one (1) year of administrative experience with reservations software.

-OR-

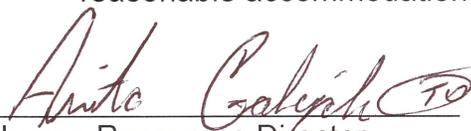
Two (2) years of coordinator experience **-AND-** one (1) year administrative experience with reservations software.

SPECIAL REQUIREMENTS:

- Must be willing to work weekends, holidays and irregular hours.
- Must have a valid Michigan driver's license.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.


Human Resources Director

Established: November 2025

