

CITY OF SELAH

RECREATION COORDINATOR

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Recreation Manager, plan, organize, develop and direct multi-program recreational programs and activities. Provide direction to volunteers and part-time workers. Promote and represent self-sustaining recreational programs. Be part of the interview process for part-time employees and volunteers.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from and reports to the Recreation Manager.

ESSENTIAL JOB FUNCTIONS

Essential functions and duties include, but are not limited to, the following:

1. Plan, organize, develop and direct recreational activities including but not limited to athletics, camps, recreational and others that arise
2. Recruit, interview, select and provide work direction to part-time employees and volunteers. Develop work schedules to assure proper staffing
3. Develop promotional materials
4. Manage inventory levels for all programs and maintain adequate supplies
5. Set up equipment as necessary, inspect facilities for safety. Request maintenance as needed
6. Set up recreation facilities and areas and perform custodial cleaning as necessary
7. Prepare publicity releases including newspaper articles, brochures and flyers, facebook updates and other promotional material
8. Complete program budgets and work within the budget
9. Enforce program and facility policies and safety guidelines. Discipline according to establishment guidelines
10. Operate computer
11. Operate a multi-line phone system
12. Respond to public inquiries on the telephone, in writing or in person
13. Proofread documents
14. Conduct trainings
15. Meet schedules and deadlines
16. Work independently or as part of a team

PERIPHERAL DUTIES:

- Other duties as assigned.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Operations, services and activities of a comprehensive City recreation program.
- Principles and practices of recreation program development and implementation.
- Principles, methods and techniques of instruction in assigned areas.
- Methods and techniques of planning, organizing and supervising recreation activities.

- Methods and techniques of scheduling.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations.
- A wide variety of recreation facilities, including daily operations and equipment.
- Rules, practices, techniques and equipment used in a wide range of recreation activities.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment including computers and software.
- Design and develop daily curricula for assigned program areas.
- Assist in the development and implementation of recreation programs for all ages and ability levels.
- Lead program participants in recreational activities in assigned areas.
- Assist in promoting recreation activities in the community.
- Provide recreation program information to instructors, leaders and the general public.
- Plan, organize and supervise assigned recreation activities.
- Assist in program monitoring and evaluation.
- Establish and maintain safe recreational environments.
- Enforce field usage agreements.
- Assist in program monitoring and evaluation.
- Maintain pool chemistry and filtration equipment.
- Respond to requests and inquiries from the general public.
- Work independently in the absence of supervision.
- Lead extra help staff
- Assist in operating and maintaining recreation facilities including the indoor aquatic facility.
- Schedule parks/recreation field and facility usage.
- Set up and take down equipment for recreation programs and special events.
- Maintain accurate records and files.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

SPECIAL REQUIREMENTS:

- The employee may be required to work hours or days other than the normal workweek.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- BA in Recreation, Public Administration or related field

Experience:

- Six months of increasingly responsible experience working in sports or recreation programs.

Training, licensing, or certifications:

- Possession of current first aid/CPR certification
- Possession of valid Washington State Driver's License

WORKING CONDITIONS

Environmental Conditions:

Office and indoor/outdoor recreational facility environment; travel from site to site; exposure to computer screens, potentially hazardous chemicals, inclement weather conditions; may work in or with water; may work on slippery or uneven surfaces. Schedule may include evening and weekend hours

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; operating motorized vehicles; may operate pool equipment; near visual acuity for performing administrative tasks on a computer.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date