

## **CITY OF SELAH**

### **RECREATION COORDINATOR -- Facilities**

*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 & Tourism Manager, oversee the planning, organization, development, and direction of programs and events in City of Selah Civic Center.

Communicates with incoming groups and acts as a liaison for incoming vendors and organizations. Assists the Recreation & Tourism Department in all of its responsibilities related to recreation programming and city-wide events.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from and reports to the Recreation & Tourism Manager. Leads, give direction to, and manages contracted custodial staff, facility volunteers, and renters.

#### **ESSENTIAL JOB FUNCTIONS**

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

1. Participate in the development and implementation of goals, objectives and policies for the Selah Civic Center.
2. Create signs, graphics, newsletters, advertising, marketing materials, using computer software such as Adobe Illustrator and Adobe Pro.
3. Identify opportunities for improvement at the Selah Civic Center and review with the Recreation and Tourism Manager; show a willingness and directive to implement improvements.
4. Reflect a positive image of the City to the public. Appropriately handle citizen concerns with the highest level of customer service.
5. Develop collaborative alliances with event vendors. Stay current with trends and innovations in the events field.
6. Participate in the initiation of contracts and agreements with facility users; ensure compliance with local, state, and federal laws and regulations. Draft contract language, develop standard contract forms, monitor for contract compliance.
7. Oversee maintenance and building repairs. Ensure that the lighting, heating, air conditioning and ventilation systems are operating properly to provide good working and/or living conditions for occupants.
8. Take responsibility for daily grounds maintenance for interior and exterior of the Civic Center facility. Work with Public Works employees and contractors on more difficult and technical maintenance issues.
9. Complete program budget estimates and work within the approved annual budget.

10. Maintain a comprehensive use calendar for all the recreation buildings and facilities. Schedule and supervise day to day operations and activities in the recreational buildings and facilities. Prioritize, schedule and coordinate events.
11. Respond to customer inquiries for information, work to resolve issues regarding facility operations.
12. Work closely with public assistance programs and promote their services. Provide administrative support as needed.
13. Act as a liaison for and provide support to the Senior Center and other senior related activities located at the Selah Civic Center and through Parks and Recreation programs.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

Organizational and management practices  
Principles and practices of program development and administration  
Marketing theories, principles and practices and their application  
Contract administration  
Working with contractors  
Oral and written communication skills  
Correct English usage, grammar, spelling, punctuation and vocabulary

### **Skills:**

Interpersonal skills using tact, patience and courtesy  
How to operate audio and projector systems  
Modern office procedures, methods and computer equipment  
Use Adobe Creative Suite, Excel, Microsoft Word and PowerPoint  
Create marketing material, advertisements and graphics  
Operate a multi-line telephone system

### **Ability to:**

Professionally, tactfully and clearly communicate with the public, co-workers and customers  
Manage stressful situations in a calm manner  
Coordinate with renters and their vendors.  
Proactively take on projects and improve operations.  
Comfortable with constructive criticism  
Recommend changes and implement them  
Maintain an online calendar of events  
Perform light janitorial and handy work  
Occasionally lift heavy objects and perform physical labor

## **QUALIFICATIONS**

### **Education, Experience, and Training Guidelines**

#### **Education:**

Preferably a Bachelor's Degree or certificate in Business or Public Administration, Facilities management and or similarly related program.

#### **Experience:**

2 years experiences scheduling facilities or events and coordinating with clients & vendors. Demonstrable understanding of customer service and public service.

#### **Training, licensing, or certifications:**

Possession of or the ability to obtain, within 6 months, a current first aid, CPR, and AED 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 will likely 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; 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. 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.
3. 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.