



CITY OF SELAH

RECREATION COORDINATOR – Youth Programs

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.

Date Posted: January 26, 2023

Closing Date: February 6, 2023

Department: Parks and Recreation

Classifications: Permanent; Part time; Non-Union; Non-Exempt

Benefits: Position eligible for paid time off and retirement, partial healthcare benefits available

Salary Range: \$19.62- \$22.21/hr

Anticipated Work Schedule: Tues-Fri: 10am-2pm, Saturdays: 8:00-Noon (shift will vary depending on time of year and needs of the department).

Anticipated Start Date: March 15, 2023

Summary of Position

Under the direction of the Recreation Manager, they will create, plan, promote, and direct multiple self-sustaining recreational programs and activities. Support the Recreation Department for City-wide special events. Interact with the public by processing payments and completing participant registrations. Be part of the interview, training, and evaluation process as well as immediate supervision for part-time employees and volunteers.

Supervision and Direction to be Received

Receives supervision from, and reports to, the Recreation Manager.

Essential Job Functions

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

- Plan, organize, develop and direct recreational activities including but not limited to athletics, camps, recreational and others that arise
- Recruit, interview, select and provide work direction to part-time employees and volunteers. Develop work schedules to assure proper staffing
- Develop promotional materials
- Manage inventory levels for all programs and maintain adequate supplies
- Set up equipment as necessary, inspect facilities for safety. Request maintenance as needed
- Set up recreation facilities and areas and perform custodial cleaning as necessary
- Prepare publicity releases including newspaper articles, brochures and flyers, social media updates and other promotional material
- Complete program budgets and work within the budget
- Enforce program and facility policies and safety guidelines. Discipline according to establishment guidelines
- Operate computer and be proficient in Microsoft Office

- Operate a multi-line phone system
- Respond to public inquiries on the telephone, in writing or in person while displaying advanced customer service skills
- Strong oral and written communication skills
- Conduct trainings for part-time employees
- Meet schedules and deadlines
- Work independently or as part of a team
- Assist with the coordination, development and planning of City-wide events in accordance with the City's insurance risk pool.
- 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.
- Respond to requests and inquiries from the general public.
- Work independently in the absence of supervision.
- Lead part time staff and community service workers
- 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

- Position requires regular weekend work. Please be sure you can work this schedule.
- The employee may be required to work hours or days other than the normal workweek.
- Able to perform in high stress situations

Qualifications

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:

- High School diploma or G.E.D is required. Bachelor’s degree or higher education in recreation or related field preferred.

Experience:

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

Training, licensing, or certifications:

- Possession of current first aid/CPR certification preferred, but not required
- Possession of valid Washington State Driver's License, required

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 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; near visual acuity for performing administrative tasks on a computer.

I have read and understand this class description.

Signature

Date