



## ***JOB DESCRIPTION***

<b>JOB TITLE:</b>	Recreation Coordinator
<b>DEPARTMENT:</b>	Parks and Recreation
<b>REPORTS TO:</b>	Recreation Manager
<b>FLSA CLASSIFICATION:</b>	Non-Exempt

**PRINCIPAL PURPOSE OF JOB:** Responsible for planning, organizing, and conducting city-wide recreational programs for all ages, including youth and adult sport leagues, community interest classes, cultural programs, and special events under the direction of the Recreation Manager.

**LEVEL OF AUTHORITY:** Performs duties as assigned with general supervision. Exercises latitude and judgment in assignments following generally accepted practices. Receives closer supervision when performing new and more complex assignments.

**WORK ENVIRONMENT:** Performs approximately 40% of the work indoors in an office setting and 60 % in a recreational setting, either outdoors or indoors. Work performed in this position may place employee at risk of occupational exposure to blood-borne pathogens.

### **ESSENTIAL JOB FUNCTIONS:**

Plan, promote, organize, schedule, and lead activities for youth/adult programs as assigned.

With direction from supervisor, maintain records such as attendance, income from fees, expenditures, and time sheets.

As directed, maintain ongoing inventory control of recreation equipment and supplies. Including procurement of needed supplies for programs either by using budgeted funds or soliciting donations.

Assist with registration for department programs, and answer specific program questions. Monitor the number of individual registrations for sport leagues and form teams according to department philosophy.

As directed, prepare program marketing material including news released, flyers, schedule of events, email notifications, and social media posts.

Recruit, train, and assign student recreation assistants as officials and other staff for various sports leagues and activities. Supervise staff onsite during specific programs.

Recruit, train, and assign volunteer coaches and other volunteers for sport leagues and other special events.

Maintain good communication and relationship with school district and other community groups, including service clubs.

Perform other department functions as necessary, including but not limited to, office work and maintenance work.

Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

## **QUALIFICATIONS**

A Bachelor's degree from a college or university with major work in recreation administration or a related field is desirable.

At least one year of experience in the coordination or implementation of recreation administration or related field is desirable.

Must possess a valid WA State Driver's License.

## **KNOWLEDGE and ABILITIES:**

Knowledge of:

1. of activities that make up a community recreation program. Including the basic knowledge of the rules of soccer, basketball, and volleyball.
2. Desirable knowledge about programs such as sailing/small boating, track and field, and summer day camps.
3. Must maintain professional knowledge through affiliation with professional association resources and standards.

Ability to:

1. Be organized and be able to effectively communicate through oral and written means.
2. Create and maintain interest and enthusiasm with public and private groups and individuals of all ages.
3. Maintain excellent public relations and cooperate with and interpret recreational philosophies to the general public and user groups.
4. Communicate effectively, patiently and courteously with parents, customers and other community members. May handle stressful situations while dealing with upset parents, etc.

5. Work evenings, weekends, or other irregular hours, and, as necessary, to make and receive contacts by telephone and in person efficiently and effectively during irregular hours.
6. Communicate effectively with the press, as authorized, to inform public of events.
7. To use standard office equipment, including personal computer, at a moderate skill level. Register participants using online registration portal.
8. To use smartphone to communicate with other department staff.
9. Must be able to obtain a first-aid/CPR card.

**PHYSICAL:**

Physical strength and ability to lift up to 50 pounds.

Stamina to occasionally stand and walk for a minimum of four hours.

Agility, for example, to demonstrate coaching drills or potentially teach classes with early childhood youngsters.

Sensory ability as necessary to officiate athletic events and to monitor other events for safety and conformance to rules and regulations.

Athletic skills required when coaching or conducting camps.

Position requires hearing, seeing, talking and repetitive motions of hands and wrists. Frequent sitting or standing. Must be able to push, pull, or lift ten pounds and carry twenty pounds.

**OTHER:**

- The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility; but should not be considered an all-inclusive listing of work requirements. Individual may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.
- As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
- Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for

employment.

Are you able to perform the essential functions of this job, including attendance, with or without accommodation?

Yes\_\_\_\_\_

No\_\_\_\_\_

If testing is required, will accommodation be necessary?

Yes\_\_\_\_\_

No\_\_\_\_\_

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\_\_\_\_\_

Signature

Date

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