



RECREATION COORDINATOR

Department: Parks and Recreation
Job Class #: 566600
Pay Range: Professional 04

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is recreation program planning and coordination work for the Parks and Recreation Department. An employee in this classification is responsible for recreation program planning and/or volunteer program planning, supervision of extra hires and volunteers and assisting with budget development and monitoring.

ESSENTIAL FUNCTIONS:

All Recreation Coordinators

- Assist with the development of programs including conducting customer surveys and market trend analysis.
- Create program budgets, apply for grants and look for possible funding sources.
- Conduct evaluations of program effectiveness; initiate investigations into problem areas; implement corrective measures.
- Advertise the program through a variety of media sources.
- Supervise, train and schedule extra hire employees and volunteers.
- Designate job assignments.
- Assist with resolving employee problems.
- Direct the resolution of problems or emergencies affecting availability or quality of services.
- Respond to sensitive or complex inquiries or complaints; documents resolutions to minimize future problems.
- Assists in the coordination of facility set up for events and activities.
- Prepare and maintain records and reports on program functions and track extra hire employees and/or volunteer hours.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Meet travel requirements of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

Recreation Program

- Assist with the develop and scheduling of leisure classes, recreational activities, camps, private rentals, leagues and special events at various Pierce County Parks and Recreation locations.
- Coordinate recreational activities with maintenance, office, and administrative support staff.

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Companionship Program

- Plan and implement evening recreation for students with and without disabilities.
- Continually modify existing programs to improve efforts for inclusion of children and young adults with disabilities in existing recreational and social community programs.
- Act as a liaison with representatives from each parks and recreation department within the school districts served by the Companionship program to advocate and assist in planning for inclusion for students of all abilities to participate in classes and other recreational activities.
- Support families involved in the Companionship Program through recreational and leisure activities as well as other areas as needed.
- Increase awareness with the families involved in programs offered through their local parks and recreation departments.
- Provide training for recreational leaders in working with individuals with disabilities.
- Communicate with parents about programs and activities planned through the Companionship Program.
- Communicate with local businesses in the community the need for inclusive services for Companionship Program participants.
- Solicit donations from local businesses for sponsorships and recreation supplies.
- Create a quarterly newsletter/calendar and distribute to participants and on the Parks website.
- Conduct monthly staff meetings with Parent Liaisons and Student Liaisons to plan future activities and coordinate upcoming events.

Volunteer Program

- Assesses need for volunteer programs and services; organizes programs and recruits and screens volunteers, conducts and participates in training sessions, orientations and workshops.
- Coordinate the completion of background checks on all volunteers.
- Coordinate individual and group volunteer projects with Park Specialists and Recreation Supervisors.
- Update the department volunteer web-site.
- Create a monthly volunteer activity “drop-in” program and coordinate supervision with the parks maintenance staff.
- Identify and secure donations of materials and supplies necessary for program operations.
- Develop and maintain a volunteer program manual which includes policies and procedures and volunteer guidelines.
- Maintain a yearly volunteer file on each group and participant.
- Assist with Pierce County’s annual volunteer recognition brunch held in March.
- Participate as an active member of the department’s Leadership Team.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position supervises extra hire employees and volunteers.

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WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

All Recreation Coordinators

- Principles and practices of effective supervision.
- Knowledge of the operation of the parks and recreation department.
- Knowledge of recreational activities, program planning and scheduling.
- Knowledge of safety hazards and precautions related to recreation activities and recreation center facilities.
- Knowledge of budget preparation, cashiering and record keeping.
- Knowledge of community resources available to assist development and execution of program activities
- Knowledge of disabilities

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Ability to supervise, train, and evaluate employee/volunteer performance.
- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules.
- Ability to communicate effectively orally and in writing with subordinates, other employees, and the general public.
- Ability to apply, interpret, and explain policies and procedures.
- Ability to analyze problems and make effective recommendations for action or change.
- Ability to prepare budgets, order supplies, and monitor expenses.
- Ability to learn methods and techniques related to ice arena operations.
- Ability and willingness to work various shifts on various days of the week.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

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MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in Parks and Recreation or related field and one year of experience with a recreation organization, including some supervisory/lead experience. Possession of a current basic first aid card is required within thirty days of employment. Additional education or experience may substitute for the recruiting requirement.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license is required at the time of hire. Successful completion of a Pierce County background investigation is required prior to employment.