

City of
EDMONDS
Washington

RECREATION COORDINATOR

Department:	Parks, Recreation & Cultural Services	Pay Grade:	NE-13
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Recreation Manager

POSITION PURPOSE: Under general direction, plans, develops, organizes, promotes and oversees a variety of assigned City recreational programs, activities and special events; schedules and coordinates classes and facility use; seasonal pool activities and athletic field use and field permits.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and develops recreational programs, classes and activities and special events such as: adult leagues, special interest classes, camps, seasonal pool activities/programs, kid/adult art classes and fitness classes.
- Evaluates programs and classes through participant evaluations and enrollment statistics.
- Researches and recruits new contracted instructors for classes, researches recreation trends and ideas for new classes/camps/activities.
- Prepares and maintains a variety of records and reports related to assigned programs and activities,
- Coordinates programs, staff, instructors, schedules facility use, and oversees facility set-up for classes and events.
- Monitors registration for upcoming classes and cancels classes with insufficient registration.
- Prepares and maintains inventories of supplies, equipment, and other materials as assigned.
- Purchases and orders materials as needed for programs.
- Responds to email and telephone inquiries from contracted instructors, participants and the general public regarding programs, classes and events.
- Maintains and monitors assigned budget; reviews expenditures and implements adjustments in assigned budget; maintains records of revenues and expenditures.
- Provides feedback and makes recommendations for future funds needed for staffing, equipment, materials, and supplies.
- Sets program fees and submits contracts for approval and payment.
- Applies for and administers grants and solicits sponsorships for special events.
- Promotes programs using a variety of media, and submits and edits class details for the recreation guide.
- Prepares and distributes promotional materials; updates City website.
- Hires, trains, evaluates and supervises seasonal staff and contracted employees: advertises position openings for staff; screens applications; conducts interviews and assigns seasonal staff and contracted staff work schedules.
- May participate in making recommendations for corrective actions, discipline and termination procedures as appropriate/necessary.

JOB DESCRIPTION

Recreation Coordinator

- Processes timesheets for payroll.
- Prepares field rental permits for local youth and adult groups along with one-time users and schedules use of outside agency facilities for program use.
- Disseminates information to contact lists.
- Recruits, schedules, trains and supervises volunteers for special events, and communicates with participants, volunteers and others to exchange information and coordinate efforts.
- Tracks and reports volunteer hours to the Finance Department.
- Coordinates and administers special events.
- Provides support to the department on matters as directed, and may serve as staff on a variety of committees.
- Participates in professional group meetings, and maintains awareness of new trends and developments in the fields related to area of assignment.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.

Required Knowledge of:

- Recreation program coordination, development, and administration.
- Techniques, equipment and materials used in promotions and marketing.
- Principles and practices of assessing the needs of the community and individuals.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software.
- Recreational needs of specific community groups and programs in order to meet these needs.
- Federal, state, and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Basic principles and practices of governmental budget administration and monitoring.
- Basic supervisory and training principles, methods and techniques.

Required Skill in:

- Planning, developing, organizing, promoting and overseeing assigned City recreation programs, activities and special events.
- Scheduling and coordinating classes and facility use.
- Meeting schedules and time lines.
- Planning and organizing work.
- Preparing and maintaining records and reports.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying program/project management techniques and principles.
- Monitoring and administering program/project operating budgets, costs, and schedules.

JOB DESCRIPTION
Recreation Coordinator

- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority to volunteers, contracted personnel and others.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Recreation and Leisure Studies, or related field (depending on area of assignment) and two years of experience in planning, developing, promoting and implementing recreational, aquatic, or other similar programs and activities; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____