

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

RECREATION COORDINATOR

SUMMARY:

Positions in this class are responsible for planning, organizing, implementing, administering, coordinating, promoting, and evaluating major park and recreational planning, programs and services. Employees oversee the day-to-day operations of programs and contractors, evaluate the success of programs and services, hire and direct full-time, part-time, and seasonal volunteer staff, act as liaison with other local, state and federal agencies and act as a liaison to the community on these programs and services. Incumbents work independently referring non-routine or highly sensitive problems to the supervisor. Incumbents make budget recommendations and have responsibility for their budget as well as the authority to make decisions which influence department policy and new program development. The work requires excellent communication and human relations skills due to considerable public contact.

SCOPE:

Reports to: Parks and Recreation Manager or Director

Supervises: Varying number of full-time, seasonal, part-time and volunteer instructors, coaches, sports and program specialists and other volunteers.

Performs work in new and varied situations in accordance with broad departmental goals and objectives under general direction from supervisor within the Issaquah service area. Exercises considerable independent judgment in performing assignments of an on-going nature.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished from the Recreation Specialist by broader responsibility for planning and developing recreation programs and services and greater community involvement to secure support and resources for program activities. The work also includes primary responsibility for budget planning, development and monitoring programs and facilities.

WORK ENVIRONMENT:

Work is performed both in an office setting and at the sites of recreational activities. Work occasionally requires active participation in program activities, requiring varying degrees of physical exertion.

ESSENTIAL FUNCTIONS:

- Researches, develops and administers a comprehensive recreation program in one or more programming disciplines.
- Performs a variety of administrative tasks including revising and/or developing policies and procedures related to facility use, instruction, budgeting, promotion, and programming.
- Creates revenue generating opportunities for programs and facilities.
- Develops and recommends short and long-range plans to enhance existing or create new programs and facilities; may participate in park development planning for trails, facilities and programs.
- Hires, trains, supervises and evaluates the work of regular, part-time, seasonal, and temporary employees and volunteer workers.

- Prepares and monitors program budget, maintaining detailed records of revenue and expenditures. Contracts for services of instructors, speakers, drivers or support agencies. Determines schedule of fees for activities.
- Develops and implements risk management procedures for all programs including training, supervision, and inspection of facilities.
- May plan, direct, and coordinate concession management program, interpretive centers including design, layout, operation, inventory, and staff of existing and future concessions and centers and park facilities.
- Plans and implements an on-going community relations and publicity program. Establishes contacts with various media sources. Prepares copy for flyers, newsletters, brochures and media releases.
- Evaluates recreation program goals and effectiveness. Records and analyzes statistical information used in evaluation programs.
- Coordinates recreation programs with programs offered by schools, community sports groups, special sports groups and agencies; coordinates planning and development activities with other agencies, private enterprises and jurisdictions.
- Oversees daily operation of community center; promotes the use of the community center by public and private groups.
- Researches, plans and implements special events and projects related to community recreation.
- Coordinates closely with Park Maintenance on facility scheduling and maintenance management.
- Attends recreation events as required to ensure smooth operation. Oversees the use, care and inventory of all recreation and concession supplies and equipment.
- Writes grant proposals and researches alternative funding sources; conducts research of potential park open space area for possible acquisition, represents the City in the review process (appearing before Legislative bodies at hearings). Oversees administration of grants on behalf of the City and negotiates with land owners.

OTHER JOB DUTIES:

- Promotes, organizes and conducts training certification program for volunteer coaches.
- Attends various staff, Board, Council, and Commission meetings; relays resultant recreation information to group. Acts as a liaison and coordinator to other agencies and special interests groups in putting together plans and events.
- Responds to public inquiries in a courteous manner, providing information within the scope of knowledge or refers to appropriate individual.

QUALIFICATIONS:

Education and Training:

BA or BS in Recreation, Physical Education, Planning, Resource Planning, or related field and two years of full-time recreation work experience related to specific programming discipline(s) of position: or any

combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licensing and Certification:

Valid Washington State Driver's License with driving record free from serious or frequent violations.

Valid First Aid and CPR Instructor's Certificate, or ability to obtain within six months of employment.

Knowledge, Skills, and Abilities:

- Thorough knowledge of recreation program needs and opportunities for a broad based community recreation program.
- Considerable knowledge of community recreation principles and practices, program development, and alternative resource generation.
- Knowledge of budget planning and development, grant writing and monitoring.
- Ability to plan, organize and implement a diverse, year-round community recreation program.
- Ability to monitor budgets and grants.
- Ability to perform administrative tasks such as: facility scheduling, public information, and budgeting.
- Ability to research program needs and recommend changes to Director.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare and maintain detailed program records and reports.
- Ability to recruit, train, supervise and evaluate full time, part-time, seasonal and volunteer workers.
- Ability to work some weekends or other irregular hours as necessary.
- Ability to establish and maintain effective working relationship with other employees, agencies and the public.

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.

ORIGINATION DATE:	January 1998
EEO CATEGORY	Professional
STATUS	Exempt
CLASS CODE:	15273