

CITY OF ANACORTES

Revised 3/10/00 supercedes 2/13/97

JOB DESCRIPTION

JOB TITLE: Recreation Coordinator

DEPARTMENT: Parks and Recreation

REPORTS TO: Recreation Manager

**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 50% of the work indoors in an office setting and 50% 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

1. Plan, promote, organize, schedule, and lead activities for youth and adult programs as assigned.
2. With direction from supervisor, maintain records such as attendance, income from fees, expenditures, and time sheets.
3. As directed, maintain ongoing inventory control of recreation equipment and supplies.
4. Assist with registration for department programs, and answer specific program questions. Monitor the number of teams or individual registrations for programs.
5. As directed, prepare program marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
6. Recruit, train, and assign officials and scorekeepers for various sports leagues and activities.
7. Attend recreational classes and events to ensure smooth operations and to collect fees.
8. Maintain good communication with school district and business community.

9. Perform other department functions as necessary, including but not limited to, office work, maintenance work, and work at City parks and forest lands.
10. Participate in Exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001.

#### ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

#### QUALIFICATIONS

##### Technical

1. A bachelors degree from a college or university with major work in recreation administration or a related field is desirable.
2. At least one year of experience in the coordination or implementation of recreation administration or related field is desirable.
3. Must have a thorough understanding of activities that make up a community recreation program.
4. Must maintain professional knowledge through journals and seminars, as directed.
5. Possession of, or ability to obtain, a valid Washington State driver's license.
6. Must be able to obtain a first-aid/CPR card.

##### Physical Capabilities

1. Physical strength and ability to lift up to 50 pounds.
2. Stamina to occasionally stand and walk for a minimum of four hours.
3. Agility, for example, to climb to areas of facilities as necessary to monitor youngsters attending events.
4. Sensory ability as necessary to officiate athletic events and to monitor other events for safety and conformance to rules and regulations.
5. Athletic skills required when coaching or conducting camps.

Other Capabilities

1. Possession of personal characteristics that create and maintain interest and enthusiasm with public and private groups and individuals of all ages.
2. Ability to maintain excellent public relations and cooperate with and interpret recreational philosophies to the general public and user groups.
3. Availability to 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.
4. Ability to communicate effectively with the press, as authorized, to inform public of events.

Use of Tools and Equipment

Ability to use standard office equipment, including personal computer, at a moderate skill level. Use radio to communicate between office and field sites.

OTHER

1. 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, on the job.
2. The statements contained in this job description 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. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

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

Yes \_\_\_\_\_ No \_\_\_\_\_

If testing is required, will accommodation be necessary?

Yes \_\_\_\_\_ No \_\_\_\_\_