

# CITY OF WEST LINN

## JOB DESCRIPTION

### **Job Title: RECREATION COORDINATOR I/PARKS DEPARTMENT/ ADULT COMMUNITY CENTER**

#### General Function:

Professional recreation position responsible for year-round program and activities development coordination, and the operation of recreation events. The Recreation Director supervises this position. If assigned to the ACC, tasks may include facility scheduling, meals program and program/trip development and monitoring.

#### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts inside and outside the City organization.
3. Provides information to the public and City departments by telephone, in person and in writing, explaining City policies, procedures and timelines to ensure compliance and an understanding of City rules, regulations or functions, listens to questions and either explains policy or procedure according to departmental guidelines or refers to another appropriate source, receives payments where applicable. May record and transcribe minutes of various local and regional meetings.
4. Participates in the planning, scheduling, registration, coordinating, and budgeting of programs, including cost estimates and proposed program fees for special activities and year-round recreational programs. Orders and maintains supplies inventory for recreation programs.
5. Maintains program/department files, keeps accurate records, evaluates registration numbers and/or programs and prepares reports. Maintains department accounting system for the purpose of tracking revenues and expenditures.
6. Works with staff, volunteers and contractors for events and department related projects.
7. Assists with the development of program goals including cost estimates, proposed program fees and marketing strategies.
8. Primary contact for registrations, sign-up of participants, handling of monies and receptionist responsibilities. Prepares program publicity, including news

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releases, reports and mailings. Must have skill in writing management reports and public relations materials.

9. May coordinate City programs with other providers, including scheduling of facilities with both groups.
10. Provides staff support to citizens committees and groups as assigned by the Parks and Recreation Director and the Recreation Director.
11. May represent City of West Linn on local and regional recreation boards and committees. Maintains effective working relationships with community groups, businesses and representatives of other agencies.
12. Assists with the development of programs and procedures for on-going year-round recreational program with considerable knowledge of current trends in the field of parks, indoor/outdoor recreation.
13. Coordinates paid and volunteer recreation personnel in conducting programs.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

##### a) Education:

- i) A Bachelor's Degree with a major in Recreation or related field is desirable and two (2) years progressively responsible experience in varied (year-round) recreational programming or equivalent combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above described duties.

##### b) Training:

- i) Must have or be able to obtain a valid driver's license at time of appointment.

#### 2) Supervision:

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Received: Work is performed highly independently under the direction of the Recreation Director.

Exercised: Supervision is not a responsibility of this position. However, may supervise the work of temporary staff and volunteers.

#### 3) Communication:

Relationships outside the City organization are maintained with service clubs Community Education programs, regional recreation boards, sports leagues, City residents, media, contractors, friends groups and the general public. Communication is generally of some degree of complexity and occasionally of a confidential or sensitive nature.

#### 4) Cognitive Functions:

Well defined policies and procedures must be developed and reviewed regularly. Position routinely requires creativity, development and implementation of new programs, activities and publicity. Problems encountered are generally routine, but with some level of difficulty.

Programs must be conducted within all State and Federal guidelines, (i.e. EEO, ADA, Safety, etc.). Errors could result in personal injury to program participants or employees and damage to private and public property, and unhappy or dissatisfied customers.

#### 5) Working Conditions:

Physical risks exposed to are those personal injuries routine to recreation activities, including inclement weather, cold and heat.

#### 6) Resource Accountability:

Responsible for the safe operation and maintenance of City vehicles and equipment. Responsible for budgeting of supplies and materials for recreation program.

May commit City resources up to \$1,500 without higher approval if within approved budget.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*