

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: RECREATION COORDINATOR II/Parks Department/Adult Community Center

General Function:

Professional recreation position responsible for year-round recreation program and activities which may include the development, coordination, and the operation of such activities. If assigned to the ACC, tasks will include facility schedules, meals program and gift-shop operations. The Recreation Director supervises this position.

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 specific to them and positions 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. Plans, schedules, coordinates, supervises, and budgets recreational programming and events including cost estimates and proposed program fees. Special activities for year-round recreational programs. Orders and maintains supplies inventory for recreation programs and facilities as determined by Supervisor.
5. Position maintains program files, keeps accurate records, evaluates voluntary personnel and programs, prepares reports and acts as contract administrator on applicable contracts. Maintains program accounting system for the purpose of tracking revenues and expenditures.

Recreation Coordinator II/Parks Department/Adult Community Center

Job Description

Page 2 of 4

6. Contacts, trains and assigns duties to staff (if exists), volunteers, instructors and contractors for projects related to recreation programs and events.
7. Develops, for review by Supervisor, the program goals including cost estimates, proposed program fees and marketing strategies.
8. Oversees the receipt of registrations, sign-up of participants, handling of monies and receptionist responsibilities. Prepares program publicity, including news releases, reports and mailings. Must have skill in writing management reports and public relations materials.
9. Coordinates City programs with Community Services Department of the West Linn/Wilsonville School District, or other outside groups, providers, including scheduling of facilities with outside groups.
10. Provides staff support to citizens committees and groups as assigned by the Recreation Director.
11. Represents 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. Develops 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. Recruits, trains, leads and manages volunteer personnel in conducting programs and delivery of services as appropriate for programs and events.
14. Position may participate in generating or find funding sources to cover program costs.

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) Requires a Bachelor's Degree with a major in Recreation or related field and four (4) 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 training and experience in working with citizens of any age.
- ii) Must have or be able to obtain a valid driver's license at time of appointment.
- iii) Requires the ability to communicate effectively orally and in writing.

2) Supervision:

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

Exercised: Supervision is limited to Adult Community Center volunteers. Oversees the work of assigned staff. May supervise the work of temporary staff.

3) Communication:

Relationships outside the City organization are maintained with the West Linn/Wilsonville School District, Community Education program, local support agencies, regional recreation boards, Seniors, 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.

5) Working Conditions:

Physical risks exposed to are those personal injuries routine to recreation activities, including possible inclement weather, cold and heat, lifting and moving small furniture for room set-up.

6) Resource Accountability:

Directs the resources for the Adult Community programs and is 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 \$1,000 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.