

## CITY OF BURIEN, WASHINGTON

### JOB DESCRIPTION

**Title:** Recreation Coordinator

**Dept.:** Parks, Recreation, and Cultural Services

**FLSA Status:** Non-Exempt

**Reports to:** Recreation Supervisor

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **General Position Summary**

The Recreation Specialist assists in the development, coordination, scheduling, and implementation of specialized programs for youth/teens, adults, seniors programs, facility rentals and/or other specialized interest areas. Recreation Specialists may be responsible for contractual class instructors and direct part-time or temporary staff and/or volunteers.

#### **Essential Functions.**

- Supports and models the identified vision, values and behaviors of the organization.
- Assists in the development, coordination, and implementation of recreation programs and special events for assigned areas.
- Processes independent contractor and facility use contracts.
- Maintains and updates rental reservation system for indoor and outdoor facilities.
- Maintains inventory and secures purchase of necessary supplies for program implementation.
- Trains, supervises, and evaluates assigned staff.
- Develops and conducts orientation, on-going training, and updating of program manuals for instructors, staff, and volunteers.
- Recommends recreation program and facility rental fees.
- Assists in budget preparation and control.
- Implements necessary precautions to assure general program participant safety.
- Sets-up and takes down equipment for program implementation; provides facility clean-up as needed.
- Inspects recreation facilities, equipment, and vehicles to assure safe and proper working condition.
- Demonstrates and operates safe and proper use of equipment and/or vehicles used for recreation programs.
- Answers department's main reception telephone, assists walk-in customers, and registers participants.
- Collects fees and receipts financial transactions.
- Conducts recreation program and facility rental evaluations.
- Assists in the assessment of community recreational and facility needs and interests.
- Administers first aid for minor injuries; follows Department procedures in cases of more severe medical needs.
- Prepares and distributes promotional materials.
- Maintains records and prepares written reports.
- Assists with occasional weekend and evening department programs.
- Performs other duties as assigned.

#### **Secondary Functions**

- Drives a 15-passenger van.
- Performs light custodial work including but not limited to vacuuming, mopping, sweeping, and emptying garbage cans.
- Serves on and participates in various employee committees.

### **Job Scope**

Work involves a moderate degree of complexity with recurring work situations with occasional variations from the norm. The incumbent operates from established and well known procedures with minimal supervision.

### **Supervisory Responsibility**

Incumbent may supervise part-time or temporary staff and volunteers.

### **Interpersonal Contacts**

Incumbent has extensive and frequent external contacts and occasional internal contacts.

### **Specific Job Skills**

#### **Knowledge of:**

- Recreation program philosophy, principles, practices, and techniques related to assigned area of emphasis.
- Behavioral characteristics, needs, and interests of target populations.
- Principles and practices to train, supervise, and evaluate part-time or temporary staff and/or volunteers.
- Word, Excel, Class, Outlook and other related software programs.

#### **Ability to**

- Establish and maintain cooperative working relationships in a team environment with staff, participants, affiliate community agencies, and volunteers.
- Communicate effectively, both orally and in writing.
- Maintain safe and clean equipment, facilities, and grounds.
- Interpret and apply rules, regulations, policies, and procedures.
- Manage multiple tasks, with attention to detail.
- Respond effectively to emergency situations and apply First Aid and CPR when necessary.
- Perform custodial and/or light maintenance duties.
- Exercise initiative and discretion in confidential matters.
- Analyze situations effectively and adopt an accurate course of action.
- Demonstrate satisfactory supervisory and staff leadership skills.
- Work a flexible schedule including occasional weekends, evenings and other irregular hours.

#### **Mental Abilities:**

Position requires continuous decision making, interpersonal skills, creativity, customer service, and ability to speak, read, write, and understand English; frequent independent judgment and/or action and performance of basic math; occasional teamwork, use of discretion, negotiation, problem analysis, and training/supervising.

#### **Physical Abilities:**

Position requires continuous fingering, feeling, talking, hearing, handling, and repetitive motions of hands and wrists; frequent standing, walking, sitting and repetitive motion of feet; and rare stooping, reaching, bending crawling, kneeling, and climbing. Incumbent must be able to push and pull 25 pounds and lift and carry ten pounds.

**Education and/or Experience**

Bachelor's degree in Recreation or related field and two years of recreation program experience OR any equivalent combination of education, training, experience, knowledge, skills, and/or abilities which would allow an individual to perform the duties of the position. Work with target population preferred.

**Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.
- Valid First Aid and CPR Certification.

**Job Conditions:**

The Recreation Specialist works primarily in an office environment subject to frequent interruption and with a moderate noise level. Work is also performed out of the office and a high degree of physical mobility is required to provide set-up and supervision of events at various locations. Ability to work a flexible schedule, including some evenings and weekends is required. Position requires working a minimum of four hours one Saturday per month.

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