

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 outlines the scope, primary duties, and qualifications of the position. 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 Coordinator develops, coordinates, schedules, and implements specialized programs for youth/teens, adults, seniors programs, facility rentals and/or other specialized interest areas. Recreation Coordinators 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.
- Develops, coordinates, and implements recreation programs and special events for assigned areas.
- Process and monitor professional service contracts.
- Maintains inventory and secures purchase of necessary supplies for program implementation.
- Develops and conducts orientation and on-going training, and updating of program manuals for instructors, staff, and volunteers.
- Supervises, assigns work, and evaluates performance of assigned personnel, assists in the selection of new employees, counsels employees according to city policies and procedures. Responsible for staff development. Refer potential discipline matters to supervisor.
- Develops work schedules to assure proper staffing levels for programs.
- Assist with updating program manuals.
- Responds to questions, troubleshoot issues, and resolve complaints as authorized. Keeps Director informed of issues as needed.
- Determines recreation program and facility rental fees per established procedures.
- Monitors expenditures of assigned programs. Properly codes receipts.
- Implements necessary precautions to assure general program participant safety.
- Assists in the assessment of community recreational and facility needs and interests and recommends improvements.
- Administers first aid for minor injuries; follows Department procedures in cases of more severe medical needs.
- Maintains records and prepares written reports.
- Operates recreation system registration and facility software system.
- Assists with occasional weekend and evening department programs.
- Performs other duties as assigned.

Secondary Functions

- Provides customer service over the telephone and for walk-in customers.
- Collects fees and receipts financial transactions.
- Develops, prepares, and distributes marketing materials.
- 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.
- Drives a 15-passenger van.
- 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.

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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