

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Recreation Coordinator  
Department: Parks and Recreation  
Division: NA  
Date: May 13, 2003

Job Code Number: 390  
Grade Number: 13-14  
FLSA Status: Exempt  
Location: City Hall

### GENERAL PURPOSE

Plans, organizes and coordinates a community recreation program for seniors, adults, and/or youth, including cultural arts, physical activities, special interest classes and summer programs.

### SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

### SUPERVISION EXERCISED

Supervises and recruits Recreation Assistants, part-time recreation staff, special interest instructors, seasonal employees, interns and volunteers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates recreation staff in the development and implementation of community recreation programs.

Supervises classes, workshops and activities for persons engaged in recreation programs and co-sponsored programs.

Selects, plans and implements cultural arts, physical activities and special interest activities.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Coordinates a variety of recreation programs, registers children for programs, collects fees, acquires staff and volunteers, schedules and coordinates activities.

May manage Sports Program including scheduling games and umpires for basketball, soccer, baseball, T-Ball, softball, men's slow pitch teams, and other games.

May schedule and run various tournaments throughout the year, such as basketball tournament, table tennis, men's slow pitch, tennis, women's volleyball, and co-rec volleyball tournament, etc.

Maintains regular communication and coordination with outside organizations as they relate to recreation program.

As in conjunction with Director and Administrative Assistant, develops recreation portion of annual budget and participates in discussions related to capital expenditures for the recreation program.

As in conjunction with Administrative Assistant and part-time staff performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting arts/crafts activities for children, making arrangements for rental and use of departmental facilities, helping set up tables and chairs for classes, etc.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Promotes interest and provides information regarding recreation programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Formulates appropriate policies, procedures and contracts related to recreation program for department head approval.

Assists in the recruitment and selection of part-time, interns and seasonal staff.

#### PERIPHERAL DUTIES

Serves as a member of various employee committees, as assigned.

#### DESIRED MINIMUM QUALIFICATIONS

##### Education and Experience:

(A) Graduation from a four-year college or university with a degree in recreation, leisure services, geriatrics, or a related field; and

(B) Three (3) years recreation experience, or

(C) An equivalent combination of education and experience.

##### Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;

(B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR; and

(C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

#### **SPECIAL REQUIREMENTS**

Valid state driver's license or ability to obtain one. First Aid and CPR certification.

#### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; Stran control unit for pool chemicals; automobile; various sports equipment used in recreation programs.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job 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.

Approval: \_\_\_\_\_  
Human Resources Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: May 13, 2003

Revision History: