



CITY OF EDMONDS
invites applications for the position of:

Recreation Coordinator

SALARY: \$5,606.00 - \$6,949.00 Monthly

OPENING DATE: 10/09/18

CLOSING DATE: 10/31/18 04:30 PM

DESCRIPTION:

This position is open until filled with a first review of applications on 10/31/18 @ 4:30 pm. This position may be closed at any time following the first review date.

Applicants Please Note: This is a WSCCCE union classification and the chosen candidate will have the option to pay union dues upon hire. *Wages listed are 2017 wages as the union contract is currently in negotiations.*

Under general direction, plans, develops, organizes, promotes and oversees a variety of assigned City recreational programs, activities and special events; schedules and coordinates classes and facility use; seasonal pool activities and athletic field use and field permits.

EXAMPLES OF DUTIES:

Essential Functions & Responsibilities

- Plans and develops recreational programs, classes and activities and special events such as: adult leagues, special interest classes, camps, seasonal pool activities/programs, kid/adult art classes and fitness classes.
- Evaluates programs and classes through participant evaluations and enrollment statistics.
- Researches and recruits new contracted instructors for classes, researches recreation trends and ideas for new classes/camps/activities.
- Prepares and maintains a variety of records and reports related to assigned programs and activities,
- Coordinates programs, staff, instructors, schedules facility use, and oversees facility set-up for classes and events.
- Monitors registration for upcoming classes and cancels classes with insufficient registration.
- Prepares and maintains inventories of supplies, equipment, and other materials as assigned.
- Purchases and orders materials as needed for programs.
- Responds to email and telephone inquiries from contracted instructors, participants and the general public regarding programs, classes and events.
- Maintains and monitors assigned budget; reviews expenditures and implements adjustments in assigned budget; maintains records of revenues and expenditures.
- Provides feedback and makes recommendations for future funds needed for staffing, equipment, materials, and supplies.
- Sets program fees and submits contracts for approval and payment.
- Applies for and administers grants and solicits sponsorships for special events.

- Promotes programs using a variety of media, and submits and edits class details for the recreation guide.
- Prepares and distributes promotional materials; updates City website.
- Hires, trains, evaluates and supervises seasonal staff and contracted employees: advertises position openings for staff; screens applications; conducts interviews and assigns seasonal staff and contracted staff work schedules.
- May participate in making recommendations for corrective actions, discipline and termination procedures as appropriate/necessary.
- Processes timesheets for payroll.
- Prepares field rental permits for local youth and adult groups along with one-time users and schedules use of outside agency facilities for program use.
- Disseminates information to contact lists.
- Recruits, schedules, trains and supervises volunteers for special events, and communicates with participants, volunteers and others to exchange information and coordinate efforts.
- Tracks and reports volunteer hours to the Finance Department.
- Coordinates and administers special events.
- Provides support to the department on matters as directed, and may serve as staff on a variety of committees.
- Participates in professional group meetings, and maintains awareness of new trends and developments in the fields related to area of assignment.
- Ensures processes, policies and practices are interpreted and applied consistently and effectively within assigned responsibilities.

Required Knowledge of:

- Recreation program coordination, development, and administration.
- Techniques, equipment and materials used in promotions and marketing.
- Principles and practices of assessing the needs of the community and individuals.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software.
- Recreational needs of specific community groups and programs in order to meet these needs.
- Federal, state, and local laws, rules, and regulations related to assigned activities and programs.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Program/project management techniques and principles.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Basic principles and practices of governmental budget administration and monitoring.
- Basic supervisory and training principles, methods and techniques.

Required Skill in:

- Planning, developing, organizing, promoting and overseeing assigned City recreation programs, activities and special events.
- Scheduling and coordinating classes and facility use.
- Meeting schedules and time lines.
- Planning and organizing work.
- Preparing and maintaining records and reports.

- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying program/project management techniques and principles.
- Monitoring and administering program/project operating budgets, costs, and schedules.
- Communicating effectively verbally and in writing.
- Supervising, leading, and delegating tasks and authority to volunteers, contracted personnel and others.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Recreation and Leisure Studies, or related field (depending on area of assignment) and two years of experience in planning, developing, promoting and implementing recreational, aquatic, or other similar programs and activities; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Must be able to successfully complete and pass a background check.

Valid State of Washington Driver's License within 30 days of hire.

**Must be able to provide a 5-year driver's abstract acceptable to the city's insurance carrier.*

SUPPLEMENTAL INFORMATION:

Environment:

- Office environment.
- Constant interruptions.
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

Hazards:

- Contact with potentially dissatisfied or abusive individuals.

APPLICATION REQUIREMENTS: A completed online application, an attached resume, and an accompanying cover letter are required to be considered for this position. An incomplete application packet will disqualify you. Applicants may attach additional information that will assist us in the review and selection process. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate submission is required for each position. Applicants may be asked to complete a supplemental questionnaire. Any individual requiring ADA accommodation during any part of the selection process should advise the City of the need.

NOTE: Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. All applicants **please note** that all regular full time and regular part time City of Edmonds employees do not participate in the Social Security program. For information on how this may affect your retirement benefit, please call Social Security.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.edmondswa.gov>

Position #2018-051
RECREATION COORDINATOR
MH

121 5th Ave N
Edmonds, WA 98020
425-771-0258

maryann.hardie@edmondswa.gov

Recreation Coordinator Supplemental Questionnaire

- * 1. Which selection below best describes your level of education?
 - High School or GED
 - Some College or Certificate
 - Associates Degree
 - Bachelors Degree
 - Masters Degree
 - None of the above
- * 2. Which option best describes your experience in planning, developing, promoting and implementing recreational, aquatic or other similar programs and activities?
 - No Experience
 - Less than 2 years
 - 2 years or more
- 3. Please briefly explain experience you have in any of the job duties listed in the posting.
- * 4. Do you currently, or will you (by start of the position), possess a valid driver's license and be able to provide a copy of your driver's abstract? [Note - A WA state driver's license is required within 30 days of hire date]
 - Yes
 - No
- * Required Question