

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Program Coordinator
Reports to: Recreation Program Manager or Aquatics Program Administrator
Position Status: Full-time
Payroll Status: Hourly

JOB SUMMARY

The Recreation Program Coordinator is responsible for leadership of recreation or aquatics programs. Responsibilities include participant and community relations, staff supervision, volunteer oversight, facilities, operations and safety, planning new programs, and providing assistance with developing and monitoring program budgets. This is a working coordinator position with responsibility for staff supervision, facility supervision, instruction, training, coaching, and program development. Also, may be asked to participate in Board meetings.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Lead and perform planning and scheduling for recreation or aquatics program services, new programs, events, and other activities, and participate in team and other meetings and workshops.
2. Coordinate and provide program plans, and help formulate, implement, and maintain community recreation programs for diverse ages, interests, and genders.
3. Lead, schedule, and supervise part-time staff, volunteers, contract instructors, or other service providers. Train and orient staff regarding recreation and District procedures, forms, and programs, and serve as resource on day-to-day activities.
4. Attend various District meetings as necessary
5. Maintain a schedule that allows appropriate and successful communication with District staff, supervisors, parents and participants.
6. Coordinate and perform aquatics program leadership, training, instruction, and coaching.
7. Direct and monitor recreation services, classes, events, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also, responsible for accident investigations, risk management, and program safety and quality assurance.
8. Lead, promote, and publicize recreation programs and perform duties such as providing input on District brochures or preparing announcements and promotions.
9. Develop new programs and services and serve as a bridge or liaison on behalf of the District to participants, interested persons, recreation resources, and other persons
10. Assist in the preparation of budget estimates and advise on status of budgets. Also, responsible for equipment and supplies and for assisting on fund raising and grants.
11. May back-up manager from time to time on a temporary basis.
12. Attend various continuing education meetings, seminars and workshops.
13. Perform other duties and responsibilities as assigned by supervisors.

REQUIRED QUALIFICATIONS

- Equivalent of one-year recreational or aquatics program coordination, supervisory, operations, customer relations, safety, regulatory, and administrative experience with advanced specialty area knowledge and abilities in aquatics.
- Bachelor's degree in recreation, education, or related field, or equivalent experience and training supplemented with continuing education classes.
- Requires current certifications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, organize, direct, lead, and troubleshoot daily operations, services, and safety of recreation or public aquatics programs.
- Knowledge and physical ability to teach specialized recreational or aquatics programs.
- Ability to effectively lead aquatics services communications and publicity functions.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Knowledge of and ability to implement trends and practices in recreation services, management, and community needs and interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively manage and, when designated, supervise diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise recreation service program plans and reports using applicable software.
- Ability to communicate effectively both verbally and in writing.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. The work environment is mainly indoors. Work is performed in an aquatics center and office. 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.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- While performing duties of this job, the employee is frequently required to stand; walk; sit; use hand to handle, or feel, reach with arms and hands. They must be able to talk, taste, smell and see (both near and far). Occasionally they may be required to climb or balance; stoop, kneel or crouch.
- Must be able to hear distress noises and hear and see distress signals in a noisy aquatic environment, including in the water and anywhere in the zone of responsibility or in outdoor recreational environments.
- May require long periods of sitting or standing in a hot, humid and noisy environment.

- Must be able to sit, stand, walk, grab, pull and push objects in or out of water, squat down, stoop, kneel, crouch and jump.
- Must be able to perform physical requirements of all certifications.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature