

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Recreation Program Coordinator
Reports to: Related Recreation Program Manager
Position Status: Part Time
Pay Status: Hourly

JOB SUMMARY

Under general supervision, plans, formulates and implements a variety of community recreational programs. Will provide leadership, direction and instructions to other employees involved in the program.

ESSENTIAL JOB FUNCTIONS

1. Assigns schedules and supervises the work of Recreation Program Leads, Instructors, Assistants and Volunteers.
2. Takes the lead or assists Program Manager in program development, coordination and planning.
3. Maintain regular and timely attendance.
4. Understand and follow all District policies and procedures.
5. Maintains records and prepares reports.
6. Ability to drive District vehicles if necessary.
7. May teach, coach, or lead programs.
8. Prepares lesson plans for camps and classes.
9. Inspects program equipment and facilities for safety hazards and recommends or takes corrective action.
10. Performs other related work as required.
11. With the Program Managers' supervision, may order supplies and equipment.
12. Attend training and staff meetings as assigned.
13. Prepare for and clean up after each day of classes.
14. Perform other duties and responsibilities as assigned.

QUALIFICATIONS

- Must be age 21 or older and hold a valid WA State license.
- Basic computer skills.
- Education and experience equivalent to High School Graduation and a minimum of one-year experience as a recreation leader or the equivalent.
- CPR, AED and First Aid certified
- Valid Washington Driver's License and good driving record.
- Significant experience in related area of activity.
- Must pass background check.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proven Leadership ability.
- Flexibility, a positive attitude, enthusiasm and excellent problem-solving skills preferred.
- Proficiency and interest in the camp/class area of focus

- Ability to focus on a single task, transition quickly and multitask as needed
- Ability to respond quickly to sounds and respond to unsafe situations
- Ability to participate fully in the recreation activity for extended periods of time

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. Depending on the specific program, work is performed both indoors and outdoors using Park District, public or private facilities or in the water or recreational areas. Though most programs operate during the day, a few programs meet in the evenings and/or overnight. Programs and trips may be out of reach of cell phone coverage.

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.

- A Recreation Program Coordinator must be in good physical condition must be physically able to assist participants and participate in activities.
- Must be able to perform physical requirements of programs at the most rigorous level.
- May experience exposure to extended periods of sun, snow, rain, cold temperatures, wind, water and potentially uneven terrain that may contain trip hazards.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift and carry up to 50 pounds.
- Hours will vary depending on the program schedule and may include early morning, weekend and evening shifts.

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