



Job Announcement

Recreation Program Coordinator — Sports

Posting Date: 1/11/23
Closing Date: Open until filled
Starting Date: 4/1/23
Division: Recreation - Sports
Position Status: Part-Time, Non-Exempt
Hours: Weekdays, some weekend hours, summer
Supervisor: Recreation Program Manager

Duties: The Recreation Program Coordinator, under general supervision, plans, formulates, and implements a variety of community recreational programs. Provide leadership, direction, and instructions to other employees involved in the program. Assigns, schedules, and supervises the work of Camp Program Leads, Instructors, Assistants, and Volunteers. Takes the lead or assists Program Manager in program development, coordination, and planning. May teach, coach, or lead programs.

Wage: 12-step salary scale: \$23.47 to \$32.49. Starting wage DOE.

Benefits: Part-time employees accrue sick leave at one hour of paid sick leave for every 40 hours worked. Discount on most Park District classes, free pool pass at the Aquatic Center, and basic fitness membership at the Bainbridge Island Recreation Center (BIRC) while employed for employees and dependents.

To Apply: **A completed application, resume, and cover letter are required to apply.**
Download the job description and application form at:
<https://biparks.org/employment/>.

**Background checks will be completed on anyone 18+ that is offered this position.
Must be age 21 or older and hold a valid WA State driver's license.**

Send application, resume, and cover letter to Sports Program Coordinator Audree Gormanson via email to audreeg@biparks.org or by mail to:

Bainbridge Island Metropolitan Park & Recreation District
Audree Gormanson, Sports Program Coordinator
11700 NE Meadowmeer Circle
Bainbridge Island, WA 98110

All new employees must present proof of COVID-19 vaccination to begin work.

**Bainbridge Island Metropolitan Park & Recreation District
Equal Opportunity Employer**