

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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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 the leadership of recreation or aquatics programs. Responsibilities include participant and community relations, staff supervision, volunteer oversight, facilities, operations, and safety, planning new programs, and helping develop and monitor program budgets. This working coordinator position is responsible for staff supervision, facility supervision, instruction, training, coaching, and program development. Also, may participate in Board meetings as requested.

### **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 a 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 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 provide input on District brochures or prepare 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 the status of budgets. Also, responsible forequipment and supplies and for assisting with fundraising 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 the program area.
- Bachelor's degree in recreation, education, or related field, or equivalent experience and training supplemented with continuing education classes.
- Requires current certifications in the program area.

## **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 program services communications and publicity functions.
- Skill in forward thinking and ability to identify problems or issues and develop practical 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 may be a recreational or aquatics center and office. The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform 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 or recreational environment, including in the water and anywhere in the zone of responsibility or outdoorrecreational 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-if water-based, 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.

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Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature