

City of Cordova Position Job Description Recreation Coordinator

SUPERVISOR: Parks and Recreation Director
CLASSIFICATION: Group D as Administrative Specialist
Regular, Full-Time, Overtime Eligible, IBEW Bargaining Unit, Alaska Public Employee Retirement System (PERS), Group Health Insurance, Life Insurance, Optional 457 Deferred Compensation, Employee-Priced Recreation facility access, Annual and Sick Leave Accrual and Paid Holidays.
HOURLY PAY: \$23.56 – \$27.56 per hour, DOE (Recruitment Range)
HOURS: Monday – Friday, 8am to 5pm. 40 hours per week.
Occasional evenings and weekends as required.

GENERAL STATEMENT OF DUTIES

Under the supervision of the Director, the Recreation Coordinator develops the planning, promotion, organization, scheduling, implementation, evaluation and supervision of recreation programs and events targeting all residents of the City of Cordova.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees of this classification. Shown are duties intended to provide a representative summary.

- Plans, coordinates, supervises, and instructs various recreational programs, including youth and adult sports, recreation programs, and special events along with other Department staff. Also researches and creates new programming based on need or wants by the community.
- Promotes recreation programs and activities including developing marketing material including flyers, schedules, pamphlets, and brochures.
- Leads and directs part-time staff and volunteers through training to help deliver high quality programming.
- Prepares facilities and equipment for all recreation programming and events to make sure all participants' needs are met and facility and equipment are safe and presentable.
- Conducts program evaluations to determine participation level and quality of each program/event.
- Works closely with other agencies/partners to deliver a coordinated program of activities.
- Participates in Department planning, research and training, budget, and plan preparation. Maintains necessary records and submits required reports by deadline.
- Helps the Department maintain participation information, conducts payment processing for programming, and maintains accurate records.
- Assists with operation of the Bidarki Recreation Center including providing daily opening, closing as needed, and administrative duties as required.

MINIMUM QUALIFICATIONS

- A. Graduation from high school, or the equivalent.
- B. First Aid, CPR & AED Certification, or must obtain within 60 days of hire.
- C. A valid Alaska Driver's License.

PREFERRED QUALIFICATIONS

- A. Bachelor's degree in recreation, physical education, or related field
- B. Preferred two (2) years' experience in recreation, physical education, or related field.
- C. Experience coaching youth or adult sports activities may be substituted for the preferred experience on the basis of one (1) sports season of credit for two (2) months experience.
- D. Other combinations of experience and education that meet the minimum requirements may be substituted.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

Knowledge & Abilities:

- Reasoning ability to solve practical problems.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule format.
- Ability to work with Microsoft Office products and learn and use other computer software.
- Knowledge of various sports rules and regulations.
- Knowledge of applicable Federal, State and local codes, laws and regulations.
- Ability to respond to emergency situations and perform first aid as necessary.
- Ability to communicate clearly and both written and orally.

Skills:

- Proficiency with keyboard and computer software including word processing, spreadsheets, email, database, and internet.

LEGAL REQUIREMENTS

As a condition of employment, this position may be subject to a background check (criminal history, verification of education and employment history).

All required licenses/certifications must remain current for the duration of employment.

WORKING CONDITIONS

While performing the duties of this job, the employee works indoors in an office environment but is occasionally exposed to outside weather conditions including cold and precipitation.

PHYSICAL DEMANDS OF POSITION

While performing the duties of this job, the employee is frequently required to stand or sit, walk, use hands/fingers to handle or feel, talk/hear, see and repetitive motion. Occasional bending, twisting, turning, and squatting in implementing, setting up and leading activities and programs. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, permits the employee to have access to various work sites throughout the City. Light work exerting up to 50lbs of force frequently and/or a negligible amount of force constantly to move and set-up equipment.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Acknowledged: _____ Date: _____