

City of Oregon City

Position Description

Position: Recreation Program Coordinator	AFSCME Union
Department/Site:	FLSA: Non-Exempt
Evaluated by: Community Services Director	Salary Grade: 29

Summary

Plans, coordinates, and implements a full range of recreational and leisure activities at recreational sites that can support educational, cultural, social, and sport activity. Assesses needs, develops, promotes, and implements programs, often working with other community groups.

Distinguishing Career Features

The Recreation Programs Coordinator is the third, and senior level in a career path for implementing specific recreation and leisure events, activities, and education, such as, but not limited to cultural, social, arts, historical, recreational sports, and athletics. The Programmer is the first level and will be qualified to implement a variety of programs but will usually concentrate on one or more closely related programs such as aquatics. Programmers will demonstrate the ability to implement programs according to exact schedules, and oversee and train seasonal staff and volunteers. Advancement to Senior Recreation Programmer requires the ability to design and implement a wider variety of programs that may be more unrelated to each other such as sport and educational activities. The Senior Recreation Programmer will also demonstrate the ability to conduct both interest and financial feasibility of programs. Advancement to the third level, the Recreation Programs Coordinator, requires the additional responsibility of coordinating social, cultural, and fund-raising activities and leadership over other permanent recreational staff.

Essential Duties and Responsibilities

- Develops, organizes, implements, and maintains programs to create interest and maximize visitation and participation to cultural, arts, and recreation centers administered by the City.
- Serves as a senior representative for one or more recreation facility, establishing hours of operation and activities that optimize use of staff and inclusion of the community.
- Plans, designs, schedules, and implements events, classes, activities, shows, and tours for a diverse population of community members. Coordinates special programs such as, but not limited to, speakers, presenters, and exhibits.
- Coordinates activities for general recreational programs. Assesses community needs and interests. Organizes, promotes, implements, and evaluates programs.
- Works with instructors, event leaders, presenters, volunteers or personally implements programs. Assures that adequate supplies, props, fixtures, and other materials are available to support programs.
- Plans, organizes, and presents fundraising activities that supports and supplements

funding for special programs. Establishes themes and outcomes for activities. Organizes and sequences activities such as mailings, registration, services, and auctions.

- Participates in the budget development process. Prepares recommendations for programs, events, and hours of operation. Estimates revenues and participation.
- Maintains accurate attendance records. Collects and accounts for fees from classes and events. Prepares reports and other administrative communications.
- Maintains a filing system or computer databases for community demographics, course development, vendor information, consumer files and class information.
- Participates in the development of the facility's publicity by writing brief course descriptions, news articles and flyers for assigned program areas.
- Provides information on programs over the phone and in person to customers and potential customers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires specialized knowledge of the principles, practices, techniques, and procedures governing recreation program selection, design, and delivery. Requires knowledge of methods for identifying program demand and trends. Requires knowledge of the steps involved with setting up exhibits, fundraising events, education, and related cultural, arts, and social programs. Requires in-depth knowledge of the rules associated with team play in a variety of sports. Requires working knowledge of the procedures used in establishing optimal facility use schedules. Requires working knowledge of human development concepts. Requires knowledge of safety requirements applicable to leading individuals in recreational activity. Requires knowledge of personal computers sufficient to access and use common office productivity software. Requires sufficient math skill to prepare cost summaries and statistics. Requires well-developed language skills to write course descriptions and promotional materials. Requires well-developed human relations skills to convey concepts and conduct training, and use courtesy when dealing with others.

▪ **Abilities**

Requires the ability to carry out the essential accountability of the position. Requires the ability to design, develop and implement recreation programs, services and special events that cater to needs and interests of special populations, including senior citizens. Requires the ability to identify and pursue sources of funding and referral to other agencies. Requires the ability to select, schedule, promote, and coordinate programs and special events. Requires the ability to select, supervise, train, organize, and review the work of lower level staff. Requires the ability to apply pertinent laws, regulations and city policies and procedures governing senior activities, personnel, and funding. Requires the ability to prepare professional reports, communications, and correspondence suitable for external distribution. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

Incumbent must be able to function indoors in an office and/or outdoor park environment

engaged in work primarily of a sedentary to moderately active nature. Requires hearing and speech ability for ordinary conversation and to project voice to a small group. Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment. Requires ambulatory ability to sit, walk, to move about office and city environs, and to lift and carry light weight materials on an infrequent basis.

- **Education and Experience**

The position typically requires a Bachelor's degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession or a related field and three years of progressive experience in recreation that includes one year of leadership.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.