

## City of St. Helens

**Job Title:** Recreation Coordinator  
**Department:** Administration  
**FLSA Status:** Non-Exempt  
**Union:** AFSCME  
**Created:** May 16, 2018  
**Wage Scale:** Recreation Coordinator

### **GENERAL PURPOSE**

Performs duties in planning, developing, coordinating and implementing recreation and athletic programs for the St. Helens Recreation Program.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Administration Department.

### **SUPERVISION EXERCISED**

None.

### **JOB DUTIES AND RESPONSIBILITIES**

- Plans, organizes, develops, schedules and evaluates recreation and athletic programs.
- Assists with, training, scheduling and evaluating part-time and seasonal recreation personnel and assigns work as necessary.
- Coordinates with various community agencies and other City departments to provide opportunities for youth programs and community involvement programs.
- Assists with public relations duties such as preparing and distributing flyers, press releases, and brochures.
- Establishes team rosters, schedules leagues and tournaments, enforces rules and regulations of the recreation and athletic programs.
- Assists with preparing and administering individual program budgets as appropriate, monitor expenditures in accordance with established procedures.
- Provides clerical support, program registration, answers telephones, and maintains correspondence with other divisions or agencies; may respond to public inquiries about programs and development of the recreation program.
- May assist in the development of classes, schedules, and implementation of activities, programs, and coordinates with the recreation programs for facility usage; working alongside the school district or other outside agencies/businesses where facilities may be used for programs.
- May coordinate recreation staff on weeknights, weekends, and holidays.
- May perform emergency custodial maintenance work. Setup tables, sports equipment, and chairs for classes and programs.
- Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

- Graduation from a high school or GED equivalent.
- 2+ years of experience in program and activities planning

## **DESIRED QUALIFICATIONS**

- Knowledge of word processing, desktop publishing, spreadsheets, and other recreation related computer software.
- Knowledge of developing and administering recreation and youth city government programs; working knowledge of the rules of a variety of sports.
- Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills.
- Ability to prepare and administer budgets, maintain records and prepare reports.
- Ability to work evenings and weekends when necessary.
- Ability to participate in active sports and recreation activities; ability to organize and direct fitness and/or recreation programs
- Ability to establish and maintain effective working relationships with co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.
- Ability to work under pressure and/or interruptions.

## **SPECIAL REQUIREMENTS**

- None.

## **PHYSICAL DEMANDS**

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

## EMPLOYEE ACKNOWLEDGEMENT

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

### ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Recreation Coordinator** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

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

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Date: \_\_\_\_\_