**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Recreation Coordinator – Athletics** | **UNION:1937** |
| | | **SG:109** |
| **CLASS TITLE:** | **Education Programs and Activities Coordinator** | **CS:Y** |
| | | **FLSA:Y** |
| **DEPARTMENT:** | **Parks and Recreation** | **EEO4CODE:PP** |

## JOB SUMMARY:

Plans, coordinates and leads athletic activities/programs for persons of all ages and abilities with a special focus on sports league coordination and facility reservation management. Activities include, but are not limited to, youth and adult sport leagues, special events and tournaments, recreational sport skills clinics, family programs, and the coordination of community uses of fields and athletic facilities. Under the direction of a Recreation Supervisor, assists in promotion and publicity of programs including news releases, development of flyers, and public speaking.

## SUPERVISORY RELATIONSHIPS:

Reports to the Recreation Supervisor. Works independently on program planning and coordination under general direction and supervision. Assists Supervisor with hiring, training and on-site supervision of extra labor employees, field work students, and volunteers. May also provide day-to-day direction to lower classified staff as assigned.

## ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, oversees and leads a variety of athletic activities for community youth and adult sports leagues and camps, families and for persons with disabilities. Tasks include facility scheduling; acquiring necessary supplies and equipment; coordinating with other community groups or organizations; planning for set-up and clean-up; leading or facilitating all activities at the time of the program; working with the Recreation Supervisor on staff scheduling, transportation needs, safety precautions, evaluations, and final program plans.

2. Trains, assists with supervision, and provides input for the evaluation of extra labor staff, volunteers, coaches, referees, officials and students assigned to work with specific athletic programs.

3. Assists in promotion of athletic programs including the development and distribution of news releases and flyers; writing program descriptions for Playbook; and, targeting potential participants for further publicity efforts.

4. Provides support services to persons with disabilities and their families. Tasks include: assessing sports needs; providing information on equipment; and, arranging for placement and training of volunteers.

5. Provides departmental and on-site support including acquisition of supplies and equipment; reproduction of handouts; on-site registration and evaluations; and

orientation to facilities and emergency procedures.

## ADDITIONAL WORK PERFORMED:

1. Assists Recreation Supervisors and other coordinators with general divisional enrichment program tasks including program and event coordination, program promotion and public speaking.

2. Performs related duties as assigned by the Recreation Supervisor.

## PERFORMANCE REQUIREMENTS:

Knowledge of:
- Working knowledge of the field of recreation that is inclusive of programs for all ages and abilities.
- Working knowledge of community resources, especially those resources focusing on athletics and recreation with an emphasis on diverse community populations.

Skill in:
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, program participants, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Strong work ethic and strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of public officials and employees.
- Strong leadership skills including planning and organizing, problem-solving, and supervisory and staff training skills.
- Strong computer skills including word processing and facility reservation and registration software.

Ability to:
- Work independently or as part of a team.
- Work flexible hours including evenings and weekends.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page;
  - Frequently communicate verbally;
  - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
  - Stand or sit for long periods of time;
  - Move between work sites, including over irregular terrain;
  - Occasionally perform physical activities such as running or jumping;
  - Occasionally lift and transport irregular objects weighing up to 50 lbs.

## WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in a variety of public and private parks, buildings and community facilities. Employee must be able to provide own transportation if necessary.

Work schedule is dependent on current athletic offerings. Hours may include weekends, late evenings and early mornings

**EXPERIENCE AND TRAINING REQUIREMENTS**:

- One year of sports or recreation leadership experience with emphasis in community programming required, two years preferred.
- Previous experience in program leadership and staff/volunteer supervision preferred.
- Bachelor' Degree in Sports Management, Recreation or closely related field desired.

**NECESSARY SPECIAL REQUIREMENTS**:

- CPR and First Aid certification or ability to secure certification within six months of hire.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Valid Washington State Driver's License by time of hire and a good driving record. A three-year driving abstract must be submitted at the time of hire.

**PREPARED BY**: M. Bianconi
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11/21

**REVIEWED BY**:_____
Nicole Oliver
Director, Parks & Recreation