CITY OF BELLINGHAM

JOB DESCRIPTION

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

JOB SUMMARY:

Plans, coordinates and leads enrichment activities/programs for persons of all ages with a special focus towards people with disabilities and other special recreation needs. Activities include, but are not limited to, enrichment classes, special events, community trips, recreational skills workshops, concerts, family programs, and community integration programs/services. 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.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates a leisure companion program matching adult volunteers and individuals of all ages with disabilities to explore recreation opportunities. Tasks include: interviewing potential participants; supervising and supporting matches; planning events for program participants; communicating with local social service providers.

2. Plans, organizes, and frequently leads a variety of recreational activities for families and also 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.

3. Trains, assists with supervision, and provides input for the evaluation of extra labor staff, volunteers, and students assigned to work with specific enrichment programs.

4. Assists in promotion of enrichment programs including the development and distribution of news releases and flyers; writing program descriptions for Leisure Guide; and targeting potential participants for further publicity efforts.

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

6. Provides departmental and on-site support to class instructors including acquisition of audiovisual aids and other supplies; reproduction of handouts; on-site registration and evaluations; orientation of instructors to facilities and emergency procedures.

ADDITIONAL WORK PERFORMED:

1. Assists recreation supervisors and other coordinators with general divisional enrichment and athletic program tasks including program and event coordination, promotion and public speaking.

2. Leads or co-leads enrichment activities for pre-school, youth, teens or adults as needed.

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

PERFORMANCE REQUIREMENTS:

– Ability to create, plan and lead a variety of recreational activities for persons of all ages, backgrounds and capabilities.
– Working knowledge of community resources, especially those resources focusing on special needs population.
– Strong interpersonal skills and respect for diversity.
– Strong leadership skills including planning and organizing, problem-solving, and supervisory and staff training skills.
– Strong oral and written communication skills.
– Ability to work independently or as part of a team.
– Willingness to work flexible hours including evenings and weekends.
– Physical ability to perform essential functions of the job, including occasional assistance in moving equipment weighing up to 50 lbs.
– Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

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.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of recreation leadership experience with emphasis in community specialized recreation required.
- Previous experience in program leadership and staff/volunteer supervision preferred.
- Certification or eligibility for certification in Therapeutic Recreation preferred.
- Bachelor' Degree in Recreation or closely related field desired.
- 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.

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.

PREPARED BY: Jill Heckathorn
MK/Charlotte Sellin
4/93
JH/DM
11/95

REVIEWED BY: _____
Byron L. Elmendorf
Director, Parks & Recreation

TITLE CHANGE: 7/97

COMMISSION APPROVAL: Allocated to Recreation Leader (now Coordinator) Classification 6-9-93. Allocated to the Education Programs and Activities Coordinator Classification April 10, 2002.