CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Youth Enrichment/Special Events Coordinator**	**UNION:1937**
		SG:109
		CS:Y
CLASS TITLE:	**Education Programs and Activities Coordinator**	**FLSA:Y**
		EEO4CODE:PP
DEPARTMENT:	**Parks and Recreation**	

JOB SUMMARY:

Plans, coordinates and leads enrichment activities and programs for school age groups from primary level through high school, preschool, youth and family groups. Activities include, but are not limited to, enrichment classes, special events, field trips, overnight adventure camping trips, recreational skills workshops, and on-going after school youth programs. Under the direction of a Recreation Supervisor, also assists in promotion and publicity of programs development and distribution of flyers, and public speaking; assists recreation supervisors with general enrichment program tasks and coordination.

SUPERVISORY RELATIONSHIPS:

Reports to the Recreation Supervisor. Works independently on program planning and coordination under general direction and supervision. Trains and provides on-site supervision for extra labor employees, fieldwork students, and volunteers.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, schedules, teaches and leads recreational activities for preschool and school age youth groups, including people with disabilities. Tasks include facility scheduling; acquiring necessary supplies and equipment; planning for set-up and clean-up; supervising all activities at the time of the program; working with the recreation supervisor on staff scheduling, transportation needs, safety precautions, evaluations, and final program needs.

2. Plans, organizes and leads community special events for all ages and abilities, including runs and races.

3. Coordinates activities and oversees recreational facilities as assigned. Works to increase program offerings. Sets up for activities, cleans up, performs the minor indoor maintenance after each use of facility, and secures the building at closure.

4. Trains, supervises, and evaluates the work of extra labor staff, volunteers and students assisting with specific enrichment programs.

5. Assists in promotion and publicity of programs including the development and distribution of program flyers, posters, and brochures to appropriate public bulletin boards or to amenable commercial and non-profit agencies.

6. Maintains ongoing inventory control of recreation equipment and arts and crafts supplies

stored at assigned facility. Identifies and purchases or requisitions supplies to meet program and facility needs.

7. Plans, organizes, promotes and leads outdoor trips and programs for school aged youth. Outdoor trips include one day and overnight programs.

8. Plans, organizes, promotes, and coordinates activities at special events for youth and family groups.

ADDITIONAL WORK PERFORMED:

1. Assists recreation supervisors with general enrichment program tasks including promotion and public speaking.

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

PERFORMANCE REQUIREMENTS:

– Ability to create, design and lead a variety of recreational and for all ages with primary emphasis on preschool and school age participants.
– Strong interpersonal skills and respect for diversity.
– Strong leadership skills including planning and organizing, problem-solving, and supervisory and staff training skills.
– Good oral and written communication skills.
– Ability to work independently or as part of a team.
– Willingness to work flexible hours including evenings, overnights and weekends.
– Physical ability to perform the essential functions of the job, including infrequently setting up moderately heavy tables (approximately 50 lbs.) with assistance.
– 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 works a part time schedule of flexible hours.

EXPERIENCE AND TRAINING REQUIREMENTS:

- One year of experience in a recreation leadership role required.
- Previous experience in program leadership and staff/volunteer supervision preferred.
- Bachelor's Degree in Recreation or closely-related field desired.
- Valid Washington State Driver's License at time of hire and good driving record. A three-year driving abstract must be submitted at the time of hire.
- Must provide own transportation at times.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

PREPARED BY: Janie Pemble
MK/Charlotte Sellin
4/93

REVIEWED BY:

Nicole Oliver
Director, Parks and Recreation

REVISED BY: 7/97

E. Weinberg
8/2021