

CITY OF UNALASKA

Position Description

Job Class: Non Exempt	Job Title: Recreation Program Coordinator
Supervisor: Recreation Manager	Department: Parks, Culture and Recreation
Wage Grade: 6	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302

DEPARTMENT REVIEW

Submitted By: <i>Kristine Berg</i>	Date: <i>6/13/05</i>
Reviewed By: <i>Wendy Howell</i>	Date: <i>6/13/05</i>
HR Manager Approval: <i>Kim Hughes</i>	Date: <i>6-13-05</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview, successful completion of pre-employment drug screening, and reference/background check.

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

This job description outlines the general requirements and duties. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **06-2005**

What is the overall purpose and objective of this position (why does this position exist)?

Performs routine and complex administrative work in planning, organizing, coordinating and administering a variety of recreation programs including cultural arts, special events, physical activities and special interest classes.

Explain the level of supervision received: **Receives direct supervision from the Recreation Manager.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility or the main functions of the job.

1. **Determines materials, equipment, food, facility, supervision or instruction needs for each event and program and coordinates with other staff members.**
2. **Provides supervision, instruction, guidance and discipline for youth participating in various sports and recreation programs; provides the required supervision for state licensed Afterschool and Kindercamp programs and responds effectively to participant and parent inquiries and needs.**
3. **Provides supervision and monitors youth and teen after school program times.**
4. **Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budget funds, facilities, and time**
4. **Coordinates sports programs, acquires coaches, assigns practice times, distributes and collects uniforms; Schedules games and officials for basketball, soccer, baseball, floor hockey, and other games.**
5. **Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.**
6. **Schedules and runs various tournaments throughout the year for a variety of sports such as; soccer, volleyball, basketball, etc.**
7. **Responds to public inquires about recreation programs made by phone, correspondence, or during public meetings.**
8. **Coordinates, schedules and maintains related records and statistics for programs and activities.**
9. **Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, ordering and picking up supplies needed for activities, helping set up table and chairs for classes etc.**

Does this position have access to confidential information? Yes _____ No X If yes, please provide detail.

Does this position have access to or handle City funds? Yes X No _____ If yes, please provide detail. **This person collects funds for various programs and special events.**

Is it important to this position that the incumbent be able to communicate fluently in English?

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6/10/2005

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Yes X No If yes, please explain. **This person is responsible for the publication of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications with staff and public regarding recreation programs.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- a. **High School diploma or GED equivalent.**
- b. **Valid Alaska Drivers license or ability to obtain one within 30 days of hire or prior to operating a City owned vehicle.**
- c. **One year recreation experience such as; child care, counseling, coaching and programming community center events or similar required.**
- d. **Other combination of education and experience, which provides the knowledge, skills and abilities listed will be evaluated on an individual basis.**

What are the preferred qualifications for this position?

- a. **Graduation from a four-year college or university with a degree in recreation or closely related field is preferred.**
- b. **Current First Aid and CPR Certifications.**

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- a. **Ability to obtain First Aid and CPR certification.**
- b. **Ability to work effectively with the public in a courteous, efficient, and professional manner.**
- c. **Ability to establish and maintain productive working relationships with; City of Unalaska staff, the public, vendors, and agencies.**
- d. **Ability to work under pressure to maintain professionalism under pressure to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- e. **Strong written and oral communications skills, problem-solving skills, and interpersonal skills.**
- f. **Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska.**

List any required technical skills (typing, computer skills, diesel mechanics, etc.):

- a. **Must be proficient in a Windows environment including word processing, spreadsheets, and data base software.**
- b. **Working knowledge of office equipment including; calculator, copy and fax machine, multi-line phone, and mobile or portable radio.**
- c. **Ability to operate a motor vehicle.**
- d. **Knowledge of safe and proper use of sports equipment used in recreation programs.**

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	X

Describe the requirements of this position which make these factors important:

This person will provide direction and support for ongoing and new programs including planning, preparation, purchasing, and being able to demonstrate and teach certain motor skills.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **A valid Alaska Drivers License or ability to obtain one within 30 days of employment. As a condition of employment, this position will be required to successfully complete a drug test prior to beginning work and will be subject to future periodic drug and alcohol tests on a random basis without advance notice. Position is subject to pre-employment, post-offer criminal investigation as defined by Alaska Statute 12.62.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **Yes, CPR/First Aid Certification. All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **It is necessary to work flexible hours including evenings and weekends. Occasional emergency or non-traditional hours may be necessary. Occasionally the position will require working outdoors and being physically active with the youth and program participants.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

- a. Standing 25 % of time
- Walking 25 % of time
- Sitting 50 % of time

Sets up and take down equipment for various recreation programs and prepares recreation facilities for program use.

- b. Lifting 50lbs.
- Carrying 50lbs.
- Pushing 50lb.
- Pulling 50lb.

- 2. Climbing
- Balancing
- 3. Reaching
- Handling
- 4. Stooping
- Kneeling
- Crouching
- Crawling
- 5. Speaking
- Hearing
- 6. Seeing
- Depth Perception
- Color Vision

**Supervises and provides instructions
for youth sports and activities**

HISTORY SUMMARY

February 2001- Removed percentages from job duties. Changed Language on Drug Testing, drivers license requirements, CPR and First Aid Certification, and criminal investigations.

March 2002 – Included “Selection Guidelines” and all certifications and licenses must remain current language. Removed “Department Head” and replaced with “Director” approval on pg 1.

March 2003 – Removed “Incumbent”. Changed format on Department Review. Changed format on supervision received and added supervision exercised. Included emergency non-traditional hours language. Re-arranged education and experience requirements, and preferences. Included additional standard language in “List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.”

June 2005 – Bi-annual review and update. Included, “Must have the ability and willingness to comply with OSHA regulations and the standards for safety that have been set by the City of Unalaska” under necessary knowledge. Removed “Ability to meet the education and experience requirements for state licensing of programs to include 6 hours of Early Childhood Development training each year.” First aid and CPR certified to Preferred Qualifications and drivers license language to the Legal Requirements. Included “Provides supervision and monitors youth and teen after school program times” under Essential Duties and Responsibilities.