

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Youth 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 King</i>	Date: <i>6/13/05</i>
Reviewed By: <i>W. Howell</i>	Date: <i>6/13/05</i>
HR 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, reference/background check, and post-offer criminal history background and fingerprint 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 of an exempt or professional level position with the City of Unalaska. 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? **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 youth programs for school age children.

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 of or the main functions of the job.

1. **Plans, develops and implements a comprehensive after-school and specialty camp recreation program to meet the needs of school-age children. Provides supervision, instruction, guidance and discipline for youth participants; communicates effectively to participants and parents' inquiries and needs.**
2. **Determines materials, equipment, food, facility, lesson plans, supervision or instruction needs for teen and other programs, and coordinates with other staff members.**
3. **Assures program policies, health and safety requirements and emergency procedures are maintained.**
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 efficient use of budget funds, facilities, and time.**
5. **Maintains all related records and statistics for programs and activities.**
6. **Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.**
7. **Assists with other areas of recreation program activities such as sports, cultural and special events as needed.**
8. **Responds to public inquiries about recreation programs made by phone, correspondence, or during public meetings.**
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 **X** No If yes, please provide detail. **This person will have access to licensing and disciplinary information.**

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? Yes **X** No If yes, please explain. **This person is responsible for communicating**

clearly with the participants in the programs, their parents, the school and the public. They are also responsible for the publication of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

What are the minimum qualifications necessary for this position?

Education and experience:

- a. **High School Diploma or GED equivalent.**
- b. **One (1) year of recreation experience such as, childcare, counseling, coaching, program planning or experience in early childhood programs, and a willingness to acquire additional skills and training.**
- c. **Valid Alaska drivers license or ability to obtain one within 30 days of employment.**
- d. **Other combinations of education and experience that provide 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, early childhood development or a closely related field is preferred.**
- b. **12 semester hours of college credit in early childhood development, child development or child psychology or the equivalent such as a current CDA credential.**
- c. **First Aid and CPR certification.**

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 meet the requirements as outlined in the Alaska Administrative Code 4 AAC 62.210 relating to pre-employment, post-offer criminal investigations.**
- d. **Ability to establish and maintain productive working relationships with; City of Unalaska staff, the public, vendors, and agencies.**
- e. **Ability to work under pressure to maintain professionalism under pressure to manage simultaneous tasks and projects, and to meet multiple deadlines.**
- f. **Knowledge of various sports equipment used in recreation programs.**
- g. **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. **Knowledge of basic office equipment such as calculator, copy and fax machine, multi-line telephone, and mobile or portable radio.**
- b. **Must be proficient in a Windows environment, including word processing, spreadsheet, and desk top publishing.**
- c. **Must be able to operate a motor vehicle.**

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 that 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 the person selected will be required to successfully complete a drug test prior to beginning work, submit to a criminal history background and fingerprint check, 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. Occasionally the position will require working in other recreation programs and outdoors with program participants. Occasional emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

a. Standing	<input checked="" type="checkbox"/>	25 % of time	Sets up and take down equipment for various recreation programs and prepares recreation facilities for program use.
Walking	<input checked="" type="checkbox"/>	25 % of time	
Sitting	<input checked="" type="checkbox"/>	50 % of time	
b. Lifting	<input checked="" type="checkbox"/>	50lbs.	Sets up and take down equipment for various recreation programs and prepares recreation facilities for program use. Working recreation programs indoors and
Carrying	<input checked="" type="checkbox"/>	50lbs.	
Pushing	<input checked="" type="checkbox"/>	50lb.	
Pulling	<input checked="" type="checkbox"/>	50lb.	

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| | | outdoors with program participants. |
| 2. Climbing | <input checked="" type="checkbox"/> | Same |
| Balancing | <input checked="" type="checkbox"/> | |
| 3. Reaching | <input checked="" type="checkbox"/> | Same |
| Handling | <input checked="" type="checkbox"/> | |
| 4. Stooping | <input checked="" type="checkbox"/> | Same |
| Kneeling | <input checked="" type="checkbox"/> | |
| Crouching | <input checked="" type="checkbox"/> | |
| Crawling | <input checked="" type="checkbox"/> | |
| 5. Speaking | <input checked="" type="checkbox"/> | Carry out written and oral communication |
| Hearing | <input checked="" type="checkbox"/> | with participants, parents, school, public etc. |
| 6. Seeing | <input checked="" type="checkbox"/> | Supervises and provides instructions |
| Depth Perception | <input checked="" type="checkbox"/> | for youth sports and activities |
| Color Vision | | |

HISTORY SUMMARY

August 2000- Changed job title from “Recreation Program Coordinator” to “Youth Recreation Program Coordinator”. Added to duties: “Assists with other areas of recreation program activities such as sports, cultural and special events as needed”. Regarding confidential information “This person will have access to licensing and disciplinary information” was added. Under Legal Requirements “ Yes, CPR/First Aid Certification” was added for Training or certifications required for position. Removed from the job description is “*Need for position will be determined by school and KinderKlub enrollment; the position will be re-evaluated on an annual basis”.

July 2001 - Included Probationary period on page 1. Changed “Department Head” to “Director” approval. Included current drug testing language. Included certifications and licenses to remain current. Added drivers license requirement.

May 2003- Removed incumbent. Included “Selection Guidelines.” Updated formatting. Updated requirements to meet state regulations for KinderKlub program.

July 2003 - Removed requirements to meet state regulations for KinderKlub Program. Included language regarding teen programming. Included miscellaneous duties (last item under) Essential Duties and Responsibilities).

June 2005 - Bi-annual review and update. Included “technical skills.” Included Ability to meet the requirements as outlined in the Alaska Administrative Code 4 AAC 62.210.