

CITY OF VALDEZ

JOB DESCRIPTION CLASS CODE: 8030

RECREATION ACTIVITIES COORDINATOR

Pay Rate:

\$19.99 - \$21.18 Range 11A - Regular Employee

SUMMARY: Under general supervision, the Recreation Activities Coordinator will plan, organize and coordinate community recreation events, including holiday and cooperative events, athletic programs, camps and recreational programming. Assist the Recreational Supervisor and fellow Recreation Coordinators in ensuring Parks and Recreation Department job tasks are completed, as directed. Responsible for development, implementation and tracking of City Wellness Program (TBD).

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

PRIMARY DUTIES AND RESPONSIBILITIES:

- Develops and implements Special Events including holiday events and cooperative annual civic event efforts (Halloween Carnival, Christmas Tree Lighting, etc.).
- Supervises and coordinates all activities related to the following:
 - Development and expansion of adult leagues.
 - Oversight of indoor/outdoor range operations.
 - General oversight of scheduled activities related to the Salmonberry Ski Hill.
 - Oversight of Summer Run Series, Hike Alaska's Wild "K"ountry (HAWK), etc.
 - Youth Day Camp operations, including: scheduling and coordinating activities, recruiting and training staff, supervising staff, and monitoring daily activities of camp under the guidance of the Recreational Supervisor.
 - Skate Park, in coordination with Parks Maintenance Supervisor.
 - · League and tournament organization and planning.
 - Highlighting benefits of exercise through existing programming (e.g. Healthier You).
- Possess understanding of playground safety and associated regulations
- Responsible for helping perform program registration and facility reservations.
- Respond to public inquiries about the Parks and Recreation Department events and programs by telephone, correspondence, or public meetings.
- Assists in preparing for publication, a variety of brochures, calendars, letters, posters, news releases, flyers, and related communication regarding Parks and Recreation Department events and programs.
- Ensures that all Parks and Recreation facilities and equipment are safe and in working order for public use.
- Performs a variety of miscellaneous duties such as answering phone, operating fax and copy
 machines, typing correspondence, running errands, picking up supplies needed for activities, helping
 set-up and take down of events, etc.
- Prepares budget for assigned staff, equipment, supplies for special events and camps; monitors budget and approves purchases for special event and camp programs.
- Performs other related duties as assigned

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KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:

- City and Department policies and procedures.
- Municipal Parks and Recreation management principles and techniques.
- Recreation planning, special event planning and teen and adult education techniques and principles.
- Emergency first aid and CPR techniques.

Skill in:

- · Assessing and prioritizing multiple tasks and projects
- Supervision, coordinating staff and delegating tasks and authority.
- Managing public relations and community education programs.
- Providing customer service and responding to public inquiries.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Work is performed in various Parks and Recreation sites.
- May be subject to frequent standing, walking, lifting (up to 50 lbs).
- The employee will be required to be able to work in an outdoor environment (year-round) in inclement weather

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Recreation, or related field and two (2) years Parks and Recreation program experience or related public sector program management, OR...
- An equivalent combination of education and experience.
- Background working with Teens; either as a coach, supervisor or event coordinator.
- An understanding of the role of OSHA, ADA, and DEC in the area of recreation.
- Budgeting and Revenue Generation.
- Programming background in sports, special events, and ongoing general recreation activities.
- Experience working with multiple agencies.
- Valid State Driver's License.
- Must be able to pass a background check.
- Must obtain and maintain CPR, and first aid.