



**City of Tigard
Public Works Department
Parks Division**

**Recreation Coordinator
Job Description**

DEFINITION

Under general supervision, plans, coordinates, and implements the city's sports, recreational classes, special events, education, and/or social programs and activities. Supervises, plans, schedules, assigns, and reviews the work of assigned parks and recreation administrative staff, and develops work plans, including budgets and schedules. Evaluates program effectiveness and maintains records and reports. Participates with management and community groups to develop program goals, policies, and procedures. Performs related duties/work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the division manager who oversees parks, recreation, and streets. Exercises technical, functional, and direct supervision over and provides training to assigned parks and recreation administrative staff. May exercise functional and technical direction over and provide training to other staff, volunteers, and community members.

CLASSIFICATION CHARACTERISTICS

This single position full supervisory-level class coordinates all year-round activities, recreation programs, and events for the City of Tigard within general policy and procedural guidelines. This classification has the ability to adapt specific program procedures and activities to meet the needs of the city and the community. The incumbent in this class, along with the division manager who oversees parks, recreation, and streets; interfaces with city management staff in the formulation and implementation of recreation policies and budgeting priorities; and interfaces with community agencies and the public.

ESSENTIAL JOB FUNCTIONS

- Participates with the division manager who oversees parks, recreation, and streets; city management; and community groups in developing program goals, policies, and procedures for the city's sports, recreational classes, special events, education, and/or social programs and activities.
- Plans, organizes, assigns, supervises, and reviews the work of assigned staff. Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action. Assists in selection and promotion and trains staff.
- Plans, organizes, implements, leads, and evaluates department assigned special events.
- Plans and coordinates city recreation programs or activities, including developing work plans and budgets, allocating resources; and developing schedules to accomplish program goals.
- Plans, organizes, implements, and evaluates city-wide special events and activities including registration, vendors, public speaking, exhibitors, sponsorships, business relations, and related event components.
- Develop, coordinate, implement, and guide recreational activities and opportunities including outdoor recreation activities (hikes, nature talks, community gardens, etc.)
- Assists the division manager who oversees parks, recreation, and streets in budgeting, including preparing and updating budget and grant proposals, managing budget/grant funds, authorizing/reviewing limited program expenditures, gathering/compiling data, and preparing reports.
- Assists the general public with program enrollment by signing participants up for classes, receipting money, and performing related registration procedures.
- Monitors and evaluates operations, activities, processes, and program effectiveness for recreation programs, recommends improvements and modifications, and prepares reports on program operations and activities.
- Assists in recruiting potential staff, volunteers, and contractors and makes recommendations regarding hiring, training, monitoring, and observing staff

- Oversees the work of program staff, volunteers, interns, temporary, and/or contract employees and provides performance input to the supervisor.
- Serves as a liaison for community event partnership proposals, special use permits, rentals, and private/public use of city facilities.
- Performs community outreach related to community events and activities. Presents program information at a variety of meetings and public speaking opportunities.
- Promotes classes and activities by working with other staff to prepare publicity materials for Cityscape and other agency publications, community newsletters, fliers, pamphlets, and posters.
- Coordinates program materials for the recreation program guide including inputting program information/data into computer for program guide.
- Writes promotional description for events and programs and contributes articles for district/department newsletters.
- Orders and/or purchases supplies required for activities such as special events, program activities, and community partnership events.
- Develops and coordinates partnerships with other city departments and related program staff.
- Develops and coordinates partnerships with community agencies.
- Attends meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to inquiries from the public in a timely manner.
- Prepares a variety of written correspondence, reports, procedures, and other materials.
- Maintains accurate records and files related to the city's sports, recreational classes, special events, education, and/or social programs and activities.
- Coordinates regularly with appropriate others to maximize efficiency of interdepartmental operations and activities.
- Identifies opportunities for improving programs and service delivery.
- Attends and/or participates in meetings and conferences; makes presentations to groups and individuals; assists the division manager who oversees parks, recreation, and streets in presenting to City Council and/or city management.
- Serves on or provides support to a variety of committees, task forces, or community groups as necessary.
- Performs other duties as assigned.

Job and Conduct Requirements:

- Maintains regular job attendance and adherence to working hours, consistent with applicable policies.
- Complies with applicable city, state, local, and federal laws, rules, and regulations; follows and maintains knowledge of all city policies and procedures.
- Observes safe work methods; reports safety, sanitary, and fire hazards immediately to supervisor and follows prescribed policies for safety.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Participates effectively at regular team meetings using appropriate interpersonal skills and problem-solving skills and conflict resolution strategies.
- Maintains appropriate certifications and training, as required.
- Interacts thoughtfully and courteously with staff and community; acts and resolves conflict in a professional manner.

JOB QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, discipline, and the training of staff in work procedures.
- The function and role of the city in developing and coordinating a recreational program for city departments, community agencies, and the general public.
- Principles and practices of identifying recreational needs and issues, researching and evaluating programs, and implementing solutions.
- Principles, practices, methods, and application of recreational programming, planning, organizing, and implementation.
- Planning outdoor recreation programs, special events, and special projects.
- General principles and procedures of budgetary and contract administration and practices in a public agency.
- General principles of personnel management and techniques including recruitment of instructors/volunteers, training, and performance evaluation.
- Computer and software applications related to the work including spatial data concepts and related functionality.
- Applicable federal, state, and local laws, codes, safety regulations, and departmental rules and regulations.
- Modern office practices and procedures, including the use of standard office/computer equipment.
- Fundamentals of writing and composition as it relates to publications and internet applications.
- English usage, grammar, spelling, vocabulary, and punctuation; business letter writing and the standard format for reports and correspondence.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Techniques for dealing effectively with the public, contractors, and city staff, in person and over the telephone.
- Techniques for effectively representing the city in contacts with governmental agencies, community groups and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and city staff, in person and over the telephone.

Skill in:

- Use of personal computers, various related software programs, and standard office equipment to produce documents and files, e-mail, use internet software and computer programs used by the city including MS Office Word, Excel, and PowerPoint.
- Budget and supervisory/personnel administration skills.
- Oral and written communication skills to understand written information (including instructions, descriptions, and ideas), and to express such information verbally and in writing so that others will understand and, at times, be convinced or persuaded.
- Active listening skills and interpersonal skills.
- Make accurate arithmetic, financial, and statistical computations.
- Conflict resolution skills and problem-solving skills/techniques to resolve issues.
- Organizational and time management skills to organize own work, set priorities, and meet critical time deadlines.
- First aid and CPR.

Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards related to the city's recreation program.
- Supervise, select, motivate, and evaluate the work of staff. Set and communicate clear expectations to staff.
- Provide training to and develop staff skills and abilities.
- Work independently with accountability.
- Interpret, apply, and explain federal, state, and local laws, codes, regulations, and departmental policies and procedures.

- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective written materials including reports, correspondence, and other written material; ability to write in a creative, descriptive, technical, and/or factual manner to intended audiences.
- Effectively conduct meetings, present information, and respond effectively to questions in one-on-one, small group, and large group situations to a variety of audiences.
- Effectively represent the city in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals related to recreation programs.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work including community members.
- Adapt to quickly changing plans, priorities, and circumstances.
- Understand, interpret, and respond to internal and external customer needs and expectations.
- Plan, organize, and carry out assignments with minimal direction.
- Remain open to and consider others' ideas and contribute to building a positive team spirit.
- Identify and appropriately address safety and security threats.
- Maintain appropriate certification and training as required.
- Ability to work a variety of shifts, length of shifts and days of the week as events/programs require.
- Ability to stand for 4-10 hours in a shift.

MINIMUM QUALIFICATIONS

Minimum Education/Experience Requirements:

Any combination of training and experience, which would provide the required knowledge, skills and abilities, to perform the essential functions of the position, may be qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in business, administration, recreation, or similar field, AND
- A minimum of two (2) years' professional experience in recreational and special events programming.

Preferred Qualifications:

- At least one (1) year of lead or supervisory experience is preferred.
- Bilingual (English-Spanish) is preferred.

License and Certification Requirements:

- Possession of a valid driver's license with a clean/satisfactory DMV driving record report.
- Possession of or ability to obtain current Standard First Aid and CPR Certifications issued by the American Red Cross.

WORKING CONDITIONS

Work Environment:

The duties for this job will be performed primarily in an office environment (approximately 60%) with moderate noise levels, controlled temperature and ventilation conditions, and rare to no direct exposure to hazardous physical substances. The work environment varies seasonally between a combination of a standard office setting and various outdoor event settings (approximately 40%) where the employee is occasionally exposed to loud noise levels, cold and hot temperatures, and/or inclement weather conditions. The duties for this job may require interaction in difficult interpersonal situations with both staff, public, and/or external representatives in interpreting and enforcing departmental policies and procedures.

Physical Demand/Manual Dexterity:

The duties for this job require mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. May be required to operate a motor vehicle to visit various city and event sites. This is primarily (60%) a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, crouch, reach, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, supplies, and objects weighing up to 50 pounds as well as stand, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee may occasionally climb stairs or ladders or be required to stand for 4-10 hours at one time. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Management is receptive to receiving requests from employees for accommodations related to disability, will engage in the interactive process with employees who make such requests and, where accommodation is needed and reasonable, is committed to providing accommodation, unless doing so would impose an undue hardship on the operation of the business.

Revision:

May 2015: new classification

September 2015: update minimum qualifications