



City of Umatilla

Job Title:	Recreation Coordinator	Job Category:	Non-Union; Non-Exempt
Department/Group:	Parks and Recreation	Pay Grade:	Grade E Resolution 33-2023
Location:	City Hall	Reports to:	Parks and Recreation Director
HR Contact:	Jonathan Egan	Position Type:	Full Time
Supervision:	Exercised: Coordination of Recreation Assistant, Aides, volunteers and instructors. Received: Works under the direction of the Parks and Recreation Director.		
Minimum Qualifications:			
<div><div><ul style="list-style-type: none">• High School Diploma or GED required; an associate’s degree preferred.• Valid Drivers License• First Aid/CPR/AED Certifications or ability to obtain within six (6) months.• Ability to work a flexible schedule, including evenings, weekends, and occasional holidays.</div><div><ul style="list-style-type: none">• Two (2) years experience engaging diverse groups and stakeholders that may encounter barriers to equitable access to services.• Two (2) years experience working in a recreational setting; running recreational programs and engaging community members.• Previous experience in the public sector preferred.</div></div>			
Job Description			
GENERAL PURPOSE The Recreation Coordinator assists the Parks and Recreation Director with a wide variety of recreation programs and facilities though planning, budgeting, organizing, marketing, scheduling, coordinating and supervising. Incumbent will have regular interaction with the public and need to be able to consistently implement City policy and activity rules. Incumbent will also organize and coordinate special events hosted by the City.			
ESSENTIAL DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none">• Helps plan, organize and execute community events, recreation programs, services and activities.• Utilizes various forms of marketing (flyers, brochures, social media, news organizations, etc.) to promote recreational programs.• Assists the Parks and Recreation Director in developing and maintaining professional working relationships with local organizations, partner agencies, private businesses, citizen groups, community service organizations, and others to create, promote, and execute recreational activities throughout the community.• Coordinates activities and schedules of Recreation Assistant, Aides, instructors, and volunteers as needed.• Coordinates with School District and other community entities to make best use of community facilities and other resources.			

- Updates City websites and social media outlets of upcoming recreational activities.
- Maintains inventory of recreational resources; purchase materials, supplies, and equipment; recommends purchase of capital improvement items.

This list is illustrative only and not intended to specify every duty and job responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Experience developing and managing partnerships with community organizations
- Experience handling large groups of people, giving clear instructions, and motivating participants
- Experience facilitating meetings, workshops or community events
- Skills in developing media, marketing and storytelling ideas to advance community engagement
- Ability to work frequent evenings and weekends, including holiday shifts as necessary
- Making data-based program decisions
- Knowledge of principles and practices of parks and recreation programs.
- Modern office practices, methods, procedure and equipment.
- Record-keeping principles, procedures and techniques.
- Knowledge of social, political and environmental issues that influence municipal parks and recreation programs.
- Ability to develop, coordinate, analyze, and utilize a variety of reports and records to improve performance and programs.
- Ability to set up recreational activities at various sites throughout the city. Load/unload City vehicle and drive to off-site recreation locations.
- Ability to work with groups of children, youth, and adults

TOOLS AND EQUIPMENT

Use of computer and related software applications such as Microsoft Word, Excel, PowerPoint, and CivicRec.

Use of office equipment such as computer, phone, copier, 10-key calculator, fax machine, copy machine, base radio, and automobile.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee is frequently required to sit, communicate, reach, kneel, balance, crouch, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis, manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position works primarily in a usual office working environment, but has secondary responsibilities outdoors in City parks and trail systems. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines, but also may require use of City vehicles and recreational equipment. The noise level in the work environment is typical of most open office environments when working indoors, and typical ambient noise environments associated with working in a park setting and various weather systems (heat, cold, rain, wind, etc.).

Reviewed By:	Chris Waite, Parks and Recreation Director	Date:	11/2/2022
Approved By:	David Stockdale, City Manager	Date:	11/4/2022
Last Updated By:	Jonathan Egan, HR Manager	Date:	06/07/2024



David Stockdale
City Manager