

RECREATION COORDINATOR

Hermiston, Oregon



Where Life is Sweet™



Hermiston Parks & Recreation Department
415 S. HWY 395 | 541-667-5018



HermistonRecreation.com



Parks & Recreation

JOIN OUR TEAM!

Why Join Us?

Hermiston, situated in the stunning Columbia River Basin near the Oregon-Washington border, is a vibrant, welcoming community that perfectly blends small-town warmth with the spectacular landscapes of the Columbia River, fertile farmlands, surrounding forests, and majestic mountains. Despite its peaceful setting, Hermiston offers the convenience of being just a few hours from major cities like Portland and Spokane, bridging serene living with urban amenities.

As a progressive and dynamic town, Hermiston has welcomed remarkable growth, becoming a sought-after place for families and businesses seeking a tight-knit community atmosphere. Central to this lively community is the Hermiston Parks and Recreation Department, renowned for its comprehensive range of recreational programs that engage thousands of participants across all ages each year.

The Parks & Recreation Department is celebrated for its outstanding achievements, providing dynamic programs and premier park amenities. Our dedicated staff aims to lead the industry not just locally but on a national level, frequently spearheading initiatives and expanding our expertise at the forefront of innovation in recreation and aquatics.

This role is an exceptional opportunity for those eager to play a significant part in delivering high-quality recreational services in a community on the rise, working alongside a motivated and skilled team. This is your chance to contribute to Hermiston's legacy as an outstanding place to live, work, and enjoy.

About the Community

Established in 1907, Hermiston is Eastern Oregon's largest city, with its population just over 20,000 with 45,000 within 50 miles. The city has flourished, attracting new residents and businesses, all while preserving a family-oriented vibe.

Benefiting from a temperate climate with abundant sunshine, Hermiston is a haven for outdoor enthusiasts, offering activities from biking and hiking to water sports and golf, year-round. Just minutes away, Hat Rock State Park provides additional outdoor adventures with its trails and biking paths. The city is proud of its award-winning Parks & Recreation Department, featuring an aquatic center, over 21 parks and one of the largest and most inclusive playgrounds in the Northwest, Funland Playground. Hermiston prioritizes accessibility, boasting clean, walkable streets lined with sidewalks and bike lanes, and offers various facilities designed to host exceptional community programs.



THE POSITION

General Statement of Responsibilities

Plans, implements, coordinates, and supervises recreational and aquatic activities for citizens in Hermiston.

Supervision Received

Works under the general supervision of the Parks and Recreation Director who reviews work primarily on the basis of results attained.

Supervision Exercised

Supervision responsibilities include recruitment, hiring, supervision of staff as assigned, volunteers, officials, and participants in activities.

Examples of Duties - Essential Functions

- **Program Development and Management:**
Design and implement diverse recreational and aquatic programs and activities that meet the needs and interests of the community. Ensure programs are inclusive, accessible, and promote health, wellness, and community spirit.
- **Facility Scheduling and Maintenance:**
Coordinate scheduling of recreation facilities, including pools, gyms, parks, and playgrounds. Oversee the maintenance and upkeep of these facilities to ensure they are safe and welcoming for all users.
- **Community Engagement and Marketing:**
Utilize various marketing channels to promote recreational programs and events effectively, engaging with the community to drive participation and support. Develop partnerships with local organizations and stakeholders to enhance program offerings.
- **Budgeting and Financial Management:**
Prepare and manage budgets for recreational programs, seek additional funding through grants and sponsorships, and ensure efficient use of resources. Monitor expenditures and assess the financial success of programs.
- **Staff and Volunteer Management:**
Recruit, train, supervise, and evaluate staff and volunteers. Foster a collaborative team environment that encourages professional development and high performance.
- **Safety and Compliance:**
Ensure all activities and facilities comply with relevant safety standards and regulations. Develop and implement risk management strategies to minimize hazards.
- **Evaluation and Reporting:**
Conduct regular evaluations of recreation programs and services to gauge success and identify areas for improvement. Prepare and present reports on program outcomes, participation rates, and community impact.
- **Aquatics Management:**
May act as Assistant Manager at the Aquatic Facility during peak season.



Ideal Candidate & Desired Qualifications

Hermiston is on the hunt for a dynamic, visionary Recreation Coordinator who thrives on direct involvement and hands-on work. The department is known for its quality and creative recreation programs and the community relies on fresh perspectives and innovation to meet its demands. We're looking for someone who is not only approachable and grounded but also keenly responsive to our community's needs, capable of spearheading initiatives that encourage greater community engagement and meeting these demands for quality. Candidates with a strong foundation in aquatics programming and management will be given special consideration, aligning with our commitment to enhance recreational offerings in this area.

The ideal candidate will be technologically savvy, meticulous, and possess outstanding communication skills, capable of fostering strong relationships with staff, volunteers, and various community groups. This role requires a knack for supervising part-time staff, making informed decisions, and innovative thinking to introduce novel recreation program concepts. Proficiency in social media marketing is highly desirable, adding value to our efforts to engage with the community through modern channels.



Screening Criteria

Education and Experience:

- A Bachelor's Degree from an accredited college or university in the field of recreation and/or physical education;
- AND three years' experience in managing and supervising public pool operations and developing and implementing recreational programs;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. CPR/First Aid and Red Cross instructor certification within six months of hire is required. Certified Parks and Recreation Professional certification and/or Certified Pool Operator license is a plus.

Knowledge of: Demonstrated knowledge of facility management and implementing recreational activities and programs. Thorough knowledge of rules of effective English usage and grammar; safety rules and practices and scheduling of events, activities, and facilities.

Skills: Record keeping, communications, community and public relations, reports and information development and management. Proficient computer skills in Microsoft Office, web design and social media marketing.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with other employees, supervisors, the general public and maintain positive relationships with the youth and act as a role model; make presentations to community groups to educate others about the purpose and function of recreation programs; maintain records of expenditures, schedules, and youth participation. Handle the physical demands of a position of this nature unassisted, both indoor and outdoor.

Physical Demands of Position:

The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

The Recreation Coordinator position requires the ability to engage in frequent movement across diverse settings, including offices, outdoor parks, and recreational facilities, necessitating navigation across varied terrains and the stamina to stand or walk for prolonged periods. The role also demands manual dexterity for the handling, operation, and maintenance of various tools and equipment, alongside the physical capacity to lift and transport supplies and equipment weighing up to 50 pounds unassisted. Tasks may involve climbing, balancing, stooping, kneeling, crouching, or crawling, particularly during event setup and facility maintenance. Clear vision is essential for document review, activity monitoring, and the safe oversight of recreational spaces and equipment, while effective hearing and speaking abilities are crucial for communication with staff, participants, and the public.

Working Conditions: *The work environment characteristics described here are representative of those an 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.*

The Recreation Coordinator position encompasses working within both standard office environments and varied outdoor settings, subjecting the individual to diverse weather conditions, including heat, cold, rain, and snow. In addition to environmental exposure, the role may encounter loud noise levels during events and activities, road hazards when traveling between program sites or event coordination. The position involves exposure to hazardous physical substances and fumes, such as those from pool chemicals or landscaping materials. The job's nature often demands flexibility, with a need for availability during non-traditional hours, including evenings, weekends, and holidays, to meet the scheduling demands of recreational programs and events. Ensuring personal safety and the safety of participants in all working conditions is a critical component of the Recreation Coordinator's responsibilities.

How to Apply?

Submit a City of Hermiston employment application, include cover letter, resume and three professional references, to HR Manager Crystal Inners at cinners@hermiston.or.us.

Compensation: This is a full-time salary position. The salary range is \$50,868 - \$61,884 DEQ, with an excellent benefits package that includes medical, dental, and vision coverage through Blue Cross Blue Shield of Oregon; enrollment in the Oregon Public Employees Retirement System (with 6% City-paid employee contribution), and generous paid leave. Relocation assistance will also be considered, as applicable.

Work Schedule: Flexible work schedule but must be able to work a varied, non-traditional schedule that may include evenings, early mornings and weekends based on programming needs. Typical work schedule is Tuesday-Saturday, 8:00am-5:00pm.

Start Date: Interviews will be scheduled during March and a start date will be May 1, 2024.



Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Recreation Coordinator

Department: Parks and Recreation

General Statement of Responsibilities

Plans, implements, coordinates, and supervises recreational and aquatic activities for citizens in Hermiston.

Supervision Received

Works under the general supervision of the Parks and Recreation Director who reviews work primarily on the basis of results attained.

Supervision Exercised

Supervision responsibilities include recruitment, hiring, supervision of staff as assigned, volunteers, officials, and participants in activities.

Examples of Duties - Essential Functions

1. **Program Development and Management:** Design and implement diverse recreational and aquatic programs and activities that meet the needs and interests of the community. Ensure programs are inclusive, accessible, and promote health, wellness, and community spirit.
2. **Facility Scheduling and Maintenance:** Coordinate scheduling of recreation facilities, including pools, gyms, parks, and playgrounds. Oversee the maintenance and upkeep of these facilities to ensure they are safe and welcoming for all users.
3. **Community Engagement and Marketing:** Utilize various marketing channels to promote recreational programs and events effectively, engaging with the community to drive participation and support. Develop partnerships with local organizations and stakeholders to enhance program offerings.
4. **Budgeting and Financial Management:** Prepare and manage budgets for recreational programs, seek additional funding through grants and sponsorships, and ensure efficient use of resources. Monitor expenditures and assess the financial success of programs.
5. **Staff and Volunteer Management:** Recruit, train, supervise, and evaluate staff and volunteers. Foster a collaborative team environment that encourages professional development and high performance.
6. **Safety and Compliance:** Ensure all activities and facilities comply with relevant safety standards and regulations. Develop and implement risk management strategies to minimize hazards.
7. **Evaluation and Reporting:** Conduct regular evaluations of recreation programs and services to gauge success and identify areas for improvement. Prepare and present reports on program outcomes, participation rates, and community impact.
8. **Aquatics Management:** May act as Assistant Manager at the Aquatic Facility during peak season.

Screening Criteria

Education and Experience:

- A High School Diploma or equivalency; A Bachelor's Degree from an accredited college or university in the field of recreation and/or physical education is preferred;
- AND three years' experience in managing and supervising recreation operations and developing and implementing recreational programs; management of aquatic operations is a plus
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required. CPR/first aid, WSI, and Red Cross instructor certification within six months of hire is required. Certified Parks and Recreation Professional certification and/or Certified Pool Operator license is a plus.

Knowledge of: Demonstrated knowledge of facility management and implementing recreational activities and programs. Thorough knowledge of rules of effective English usage and grammar; safety rules and practices and scheduling of events, activities, and facilities.

Skills: Record keeping, communications, community and public relations, reports and information development and management. Proficient computer skills in Microsoft Office, web design and social media marketing.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective working relationships with other employees, supervisors, the general public and maintain positive relationships with the youth and act as a role model; make presentations to civic groups and community groups to educate others about the purpose and function of a youth activities program; maintain records of expenditures, schedules, and youth participation. Handle the physical demands of a position of this nature unassisted, both indoor and outdoor.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

The Recreation Coordinator position requires the ability to engage in frequent movement across diverse settings, including offices, outdoor parks, and recreational facilities, necessitating navigation across varied terrains and the stamina to stand or walk for prolonged periods. The role also demands manual dexterity for the handling, operation, and maintenance of various tools and equipment, alongside the physical capacity to lift and transport supplies and equipment weighing up to 50 pounds unassisted. Tasks may involve climbing, balancing, stooping, kneeling, crouching, or crawling, particularly during event setup and facility maintenance. Clear vision is essential for document review, activity monitoring, and the safe oversight of recreational spaces and equipment, while effective hearing and speaking abilities are crucial for communication with staff, participants, and the public.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Working Conditions: *The work environment characteristics described here are representative of those an 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.*

The Recreation Coordinator position encompasses working within both standard office environments and varied outdoor settings, subjecting the individual to diverse weather conditions, including heat, cold, rain, and snow. In addition to environmental exposure, the role may encounter loud noise levels during events and activities, road hazards when traveling between program sites or event coordination. The position involves exposure to hazardous physical substances and fumes, such as those from pool chemicals or landscaping materials. The job's nature often demands flexibility, with a need for availability during non-traditional hours, including evenings, weekends, and holidays, to meet the scheduling demands of recreational programs and events. Ensuring personal safety and the safety of participants in all working conditions is a critical component of the Recreation Coordinator's responsibilities.

Work Schedule: Flexible work schedule but must be able to work a varied, non-traditional schedule that may include evenings, early mornings and weekends based on programming needs. Typical work schedule is Tuesday-Saturday, 8:00am-5:00pm.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: March 2024

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.