

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 Apply?

Are you an innovative, forward-thinking individual who loves working with people of all ages? Do you have experience in aquatics programming and management, and a passion for creating engaging and innovative recreational activities? If so, Hermiston has the perfect opportunity for you!

As our Recreation Coordinator, you'll have the chance to plan, implement, and supervise a wide range of recreational programs and events for our diverse community. You'll work closely with our Parks and Recreation Director to develop creative ideas, manage budgets, and promote our programs through a variety of channels.

In this role, you'll be the face of our organization, interacting with citizens, volunteers, and staff daily. We're looking for someone who is energetic and motivated, with a strong commitment to community involvement and engagement. You'll need to be detail-oriented, tech-savvy, and an excellent communicator, able to inspire and motivate those around you. As part of our team, you'll have the opportunity to think outside the box, take risks, and develop new and exciting programs that keep our citizens engaged and active. You'll have the support and resources you need to succeed, as well as the autonomy to make decisions and take ownership of your work.

If you're ready to join a dynamic and innovative organization that values creativity, collaboration, and community involvement, then we want to hear from you. Apply today and see where your passion and expertise can take you!

The Community

Hermiston is a dynamic city located in the Columbia River Basin near the border of Oregon and Washington, with a small town atmosphere amidst the natural beauty of the Columbia River, surrounding farmland, forests and mountains. Urban amenities are just a few hours away with Portland, Seattle, Spokane and Boise. Incorporated in 1907, Hermiston is the largest city in Umatilla County and Northeastern Oregon. Its urban cluster has grown to a population of 28,000 with 19,500 residents inside the city limits. The temperate climate, with many sunny days, offers year-round outdoor recreation, including biking, hiking, horseback riding, water sports, field sports, golf, hunting and fishing.

Hermiston's award-winning Parks & Recreation Department offers hundreds of opportunities to thousands of participants annually, operating over 15 city parks and miles of trails. The Hermiston Community Center is home to the department and community events. The City's premiere aquatic center is a hub for summer recreation drawing thousands to its water slides, lazy river, and competition pools. The Harkenrider Center is home to the Senior Services Program and general recreation in the future.



THE POSITION

General Statement of Responsibilities

Plans, implements, coordinates, and supervises recreational and aquatic programs and events 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, volunteers, officials, and participants in activities.

Examples of Duties - Essential Functions

1. Develop, plan, and coordinate recreational and aquatic activities for citizens of all ages.
2. Create and manage program budgets, seek donations and grants to support programs.
3. Advertise events and activities through a variety of media, actively seeking participants and engaging the community.
4. Maintain accurate records of expenditures, schedules, and participation. Provide evaluations of programs.
5. Interpret city policy, account for safe activities, and ensure compliance with safety rules and regulations.
6. Supervise and evaluate the performance of assigned staff and volunteers, including hiring, training, and ensuring safe and well-run activities.
7. Stay up-to-date with the latest trends and best practices and network with other recreation providers to gain new ideas and programs.
8. Provide minor maintenance of equipment and supplies, fields, and recreation areas.
9. Work cooperatively with other organizations to promote youth involvement and maintain sound relationships.
10. Purchase materials, equipment, and supplies according to established policies and procedures, maintaining inventories.
11. Develop and maintain strong community and public relations, utilizing social media marketing skills and other strategies to engage citizens and promote programs.
12. Perform other duties as assigned by the Parks and Recreation Director.



Ideal Candidate & Desired Qualifications

Hermiston is looking for highly motivated and enthusiastic individual with experience in aquatics programming and management. They will be approachable, responsive, and able to inspire community involvement. The ideal candidate will have excellent communication skills, be detail-oriented, and able to embrace technology to develop innovative recreation programs. They will have the ability to make sound decisions, supervise part-time staff, and think outside the box to create engaging activities for all ages. Social media marketing skills are a plus.

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/or 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, WSI, and Red Cross instructor certification within six months of hire is required. Certified Pool Operator license is required within 12 months of hire. Water Safety Trainer Certification and/or Bilingual English-Spanish is preferred.

Knowledge of: 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, marketing, audio/visual equipment basics, basic human resource management, reports and information development and management. Intermediate Microsoft Office and computer software.

Ability to: Communicate effectively both orally and in writing; establish and maintain effective and positive working relationships with other employees, supervisors, and the general public; maintain records of expenditures, schedules, and 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.

Manual dexterity and coordination are required for over half of the daily work period (about 80%) which is spent sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and driving; and while moving equipment and office supplies. While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects.

The position requires some mobility including the ability to lift and/or move materials under 5 lbs. frequently, 5-25 lbs. occasionally, and over 25-60 lbs. rarely. This position requires both verbal and written communication abilities.

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.*

While performing the duties of this position, the employee is primarily working indoors in an office environment. The noise level in the work environment is usually moderate and lighting is adequate. Occasionally subject to outside conditions, subject to inclement weather or pool conditions.

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.

Application Closing Date: April 7, 2023

Compensation: This is a full-time salary position. The salary range is \$49,392 - \$60,084 DEQ, with an excellent benefits package that includes medical, dental, and vision coverage through Regence 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: Typical work schedule is Tuesday – Saturday, 8:00am-5:00pm. Must have ability to work a varied schedule that may include evenings, early mornings and weekends without advanced planning to coordinate successful recreation programs and events.