



Where Life is Sweet

City of Hermiston, Oregon Position Description

Job Title: Recreation Coordinator/Facility Manager

Department: Parks and Recreation

General Statement of Responsibilities

Supervise and coordinate the planning, oversight, evaluation and operational needs of events held at the Community Center and Harkenrider Center. Plans, implements, coordinates, and supervises recreational activities and special events for citizens.

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 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:** Facilitates the operation of the Hermiston Community Center through scheduling, planning, budgeting and staffing. Will also coordinate scheduling of recreation facilities, including pools, gyms, parks, and playgrounds. Oversee and provide 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, donations 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. Other duties related to recreation programs, events, and leagues as assigned by the Director to support well-rounded recreational programs.

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 facility 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 certification within six months of hire is required.

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, marketing, audio/visual equipment basics, basic human resource management, 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 recreation programs; 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.*

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, facility and event 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: April 2024

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