

Benefits and Salary

\$52,392 - \$63,744 DOE

- Medical, Dental and Vision
- Paid Life and AD&D Insurance
- Long Term Disability
- Oregon PERS Retirement
- Deferred Compensation Plans
- HRA VEBA Contributions
- Paid Vacation and Sick Leave
- 10 Paid Holidays/2 Personal Days
- 5% Bilingual Pay Incentive

Minimum Qualifications

- A High School Diploma or equivalency; 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 sports management and/or coaching. Recreational programming experience and management of aquatic operations will be given highest priority
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- Ability to obtain CPR/First Aid, Water Safety and Red Cross Lifeguard certifications within in six-months of hire
- Must pass a criminal history background check

Preferred Qualifications:

- National Alliance for Youth Sports Certification
- Experience or formal education in sports management
- Experience or formal education in sports field and facility operations
- Sports official training/certification, is a plus
- Strong verbal and written communication skills
- Social media marketing
- Strong skills in public relations and communication



Parks & Recreation

Recreation Coordinator

The City of Hermiston is seeking a dynamic and hands-on Recreation Coordinator to lead and enhance our sports programming and events. Our department is celebrated for its high-quality, innovative recreation programs, and the community depends on fresh ideas and forward-thinking initiatives to meet its growing needs. We are looking for a candidate who is approachable, grounded, and responsive to the community, with a strong ability to create programs that foster engagement and exceed expectations.

The ideal candidate will have proven experience in sports programming, facility management, sports field operations, and event planning. They should be technologically skilled, detail-oriented, and possess exceptional communication and relationship-building abilities to effectively collaborate with staff, volunteers, and community groups. Experience supervising part-time staff and making informed, innovative decisions is essential, along with creativity in designing sports and recreation programs. Proficiency in social media marketing is highly desirable to help engage the community through modern platforms.

If you're passionate about sports and recreation, skilled in program development, and ready to make a lasting impact on our community, we encourage you to apply!

The full description of duties and application packet can be found on the City's website: hermiston.gov/jobs

Interested candidates must submit a City of Hermiston Employment Application and résumé, including verifiable work experience by email to hr@hermiston.gov or by mail to:

City of Hermiston,
180 NE 2nd Street,
Hermiston, OR, 97838

First review of applicants will be December 13, 2024.



City of Hermiston, Oregon Position Description

Job Title: Recreation Coordinator

Department: Parks and Recreation

General Statement of Responsibilities

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

Program Responsibilities

Develop and implement sports programs, activities, leagues and events; identify new opportunities to serve community sports interests, plan activity and event logistics, coordinate implementation, manage budget and evaluate results. Other duties include, special event programming, aquatic center responsibilities during the summer months and other programs as assigned.

Supervision Received

Works under the general supervision of the Recreation Manager 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 recreational youth and adult sports programs, special events 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 sports fields, gyms, parks, pools and playgrounds. Coordinate gameday maintenance of these facilities so they are prepared, 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 and support the programs.
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, referees and volunteer coaches. Foster a collaborative team environment that encourages teamwork 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 sports management and/or coaching. Recreational programming experience and management of aquatic operations will be given highest priority.
- 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 Lifeguard certification within six months of hire is required. National Alliance for Youth Sports and Certified Pool Operator license is a plus.

Knowledge of: Demonstrated knowledge of sports management, 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: Work a flexible schedule depending on programming needs. Typical work week is Tuesday-Saturday. 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; 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

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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.

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.

Date Revised: March 2024

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