



## JOB ANNOUNCEMENT

### Recreation Coordinator – Aquatics, Special Events, and Sports

**Opening Date:** October 21, 2024

**First Review Date:** November 18, 2024

**Salary Range:** \$32.262 - \$37.742/hour

**Closing Date:** Open Until Filled

*The City of Walla Walla offers a comprehensive benefits package including medical, vision, and dental health insurance. City paid \$50,000 Life/Accidental Death & Dismemberment insurance plus voluntary Life and Long-Term Disability. Washington State Public Employees Retirement Program (PERS) II/III. City match up to 3.5% of base salary for deferred compensation (457(b)). 3% bilingual Spanish premium. Generous vacation leave, sick leave, and ten (10) paid holidays plus 40 hours floating holidays annually.*

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#### **NATURE OF POSITION:**

Plan, develop, promote, organize, implement, and supervise the City's recreation programs and facilities as assigned. Programs may include aquatics, athletics, special events and other community activities. Recommend hiring of seasonal employees; supervise, train, schedule, manage, and evaluate the performance of assigned temporary or contracted employees; recruit and supervise volunteers.

#### **REQUIRED MINIMUM QUALIFICATIONS:**

Any combination equivalent to a Bachelor's degree in recreation or two years of work experience in recreation programming; six months' previous experience planning, developing, organizing, implementing, supervising, and promoting recreational and/or youth educational programs. Valid driver's license. First Aid, CPR and Defibrillator Certifications.

#### **AQUATICS ASSIGNMENT - ADDITIONAL QUALIFICATIONS:**

- Valid Aquatic Facility Operator (AFO) Certificate within three months of hire.
- Water Safety Instructor and Lifeguard Training Instructor certifications within two years of hire.

#### **DESIRED QUALIFICATIONS:**

Bilingual in Spanish.

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#### **APPLICATION AND SELECTION PROCEDURE:**

A completed City application and resume are required to apply. Applications are available on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries, and may include a criminal background check. Completed application packages can be mailed, emailed, or faxed to:

**CITY OF WALLA WALLA-HR**

**15 N. Third Avenue**

**Walla Walla, WA 99362**

Email to [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or faxed to (509) 524-7935.

#### **REASONABLE ACCOMMODATION:**

The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

#### **JOB DESCRIPTIONS:**

To obtain a copy of the full job description and class specification for this position, please contact us at: [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or 509.527.4475.

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***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.***

***THE CITY OF WALLA WALLA COMPLIES WITH TITLE VI, ADA, AND OTHER APPLICABLE FEDERAL CIVIL RIGHTS LAWS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR SEX IN EMPLOYMENT OR THE PROVISION OF SERVICES.***

***EQUAL OPPORTUNITY EMPLOYER / MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.***

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**SUPERVISION RECEIVED:**

General direction and oversight are provided by the Recreation Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:  
**Service - Integrity - Collaboration - Equity - Leadership – Community**
2. Plan, implement and supervise assigned recreation programs, events, and activities.
3. Recruit, interview, train, schedule, mentor, supervise, discipline, and evaluate temporary, part-time personnel, volunteers, and other assigned personnel; assist in establishing guidelines and procedures for staff and program participants.
4. Coordinate with local agencies to provide recreational services and activities.
5. Plans, organizes, schedules, and teaches recreation activities for all age and ability groups to include program planning, preparation, and initiation; compiling and submitting monthly reports on program participation; teaching individuals and classes; program evaluation.
6. Promote programs through news releases, program flyers, brochures, and other media means.
7. Monitor and evaluate program effectiveness by obtaining feedback from participants.
8. Maintain ongoing inventory of equipment needed for various programs. Identify and request supplies to meet program needs.
9. If assigned to aquatics, maintain and balance chemical levels to stay within Washington State Department of Health guidelines; perform preventative maintenance; clean pools when contaminated.
10. Operate standard office machines and programs such as computer terminals, word processing program software, electronic mail systems, internet applications, calculators, copiers, etc.
11. Ensure compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; conduct safety checks of facilities and eliminate hazards to ensure complete safety of the patrons.
12. Communicate effectively with the public in person, by telephone, and through written communications.
13. Arrange for supplies and equipment necessary to support assigned programs.
14. Maintain records, evaluations, and compile reports for each assigned program.
15. Stay current with recreation program trends through research, reading, conference attendance, and contact with other recreation professionals
16. Assist in development of program budgets and closely monitor expenditures and revenues.
17. Work evenings and weekends, split shifts, and attend occasional over-night activities.

**OTHER JOB FUNCTIONS:**

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes, work independently and effectively with little direction.

4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Planning of recreation programs.
- Principles and practices of supervision and training.
- Learn to interpret, apply, and explain relevant regulations, policies and procedures, athletic program rules, regulations, general safety practices and operations.
- Add, subtract, multiply and divide quickly and accurately.
- Perform clerical work at an acceptable rate of speed.
- Operate standard office machines such as computers, word processing and spreadsheet program software, electronic mail systems, internet applications, calculators, copiers, etc.
- Communicate effectively both orally and in writing, including ability to follow oral and written instructions.

**TOOLS AND EQUIPMENT USED:**

Standard office machines such as computer terminals, word processing program software, electronic mail systems, internet applications, calculators, copiers, etc.

**PHYSICAL DEMANDS:**

Walking and standing for extended periods of time; seeing to monitor activities, hearing and speaking to exchange information; repetitive hand movements; intermittently sit, kneel down, stoop, squat, bend at the waist, jump, run, reach, push, pull and lift up to 30 lbs. and 50 lbs. with assistance; exposure to fumes and vapors; exposure to sunlight, heat, noise, dust, wind and pollens.

**WORK ENVIRONMENT:**

Work is performed in both indoor and outdoor environments; exposure to chemicals, sun or inclement weather conditions; contact with program participants and the public; exposure to noise and distractions; possible contact with dissatisfied individuals; possible exposure to airborne illnesses and bodily fluids. Employee works a flexible schedule which may include evening hours and weekends.

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