

## RECREATION COORDINATOR – AQUATICS

**Salary Range:** \$4514 - \$5282/month

**Closing Date:** open until filled

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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.

### **SUPERVISION RECEIVED**

General direction and oversight is 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: **Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
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. Work evenings and weekends, lead field trips, 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.

**REQUIRED MINIMUM QUALIFICATIONS**

Any combination equivalent to: 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, Lifeguard Training Instructor certifications.

**DESIRED QUALIFICATIONS**

Bilingual in Spanish.

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**APPLICATION AND SELECTION PROCEDURE:**

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: [wallawallawa.gov](http://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 and consumer report. The incumbent will serve a six-month trial service period. Completed application packages can be mailed 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.

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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.***

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER  
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER,  
SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.**

**MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.**