

TITLE: Recreation Program Coordinator (Parks)/**Position No.:** 382



DEPARTMENT/DIVISION: Community Services/Parks and Recreation

SUPERVISED BY: Superintendent of Parks

NATURE OF WORK:

- Performs experienced professional work in managing, supervising, and operating outdoor aquatic facilities and playgrounds; recruiting and managing volunteers, and operating Upper County Park.

PRIMARY DUTIES:

- Responsible for operation, safety, and maintenance of outdoor aquatic facilities and playgrounds according to established standards.
- Supervises and directs work of assigned staff including hiring, training, and evaluation.
- Develops park volunteer projects, recruits, assigns, and monitors volunteers.
- Develops and manages aquatics/playground operating budget.
- Responsible for year-round operation of Upper County Park including concessions, rentals, trails, and maintenance.

JOB PREPARATION NEEDED:

- Bachelor's Degree in Recreation, Physical Education or related field with emphasis on aquatics and playground/facility management; or any equivalent combination of acceptable education and years of experience in the field providing the required knowledge, skills, and abilities.
- Some experience in aquatic leadership, including experience in pool sanitation, chemical balancing, filtration, playground maintenance, and inspection.
- Thorough knowledge of principles, practices, and application of lifesaving, first-aid and CPR techniques.
- Knowledge of cash management procedures, budget management, and concession operations.
- Requires the following certifications: American Red Cross Lifeguard; First-Aid/CPR for the Professional Rescuer; Certified Playground and Safety Inspector from the National Recreation and Parks Associations when hired or within one year of employment; Certified Pool Operator or Aquatic Facilities Operator from National Recreation and Parks Association when hired or within six months of employment.

POST OFFER REQUIREMENTS:

- Must possess (or obtain within required timeframe) and maintain required certifications
- Criminal History/Sex Offender/CPS check
- Driving Check
- Drug Screen

INTRODUCTORY PERIOD: 6 months

POST HIRE REQUIREMENTS:

- Must maintain all required certifications for position.

JOB LOCATIONS AND CONDITIONS:

- Duties are performed at various park locations throughout the County.
- Operates mechanical equipment related to pool filtration systems.
- Requires exposure to hazardous chemicals.

- Requires the ability to perform first-aid and rescue operations.
- Requires the ability to travel to other County facilities.
- Requires flexible work schedule to include nights, weekends, and some holidays.

GENERAL APTITUDES AND PHYSICAL REQUIREMENTS:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. MENTAL ABILITIES:

- Must have ability to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

II. VERBAL ABILITIES:

- Speaking/Talking: Must have ability to answer telephone, radio, communicate with County officials, communicate with general public, communicate with vendors, and communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

III. NUMERICAL:

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine, or measurement device.

IV. SPATIAL ABILITIES:

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

V. MANUAL DEXTERITY:

- Must have ability to use telephone, use radio, use calculator, use copy machines, use fax machine, use hand/power tools, and manipulate computer keyboard and mouse.

VI. FINGER DEXTERITY:

- Essential to job.

VII. PHYSICAL DEMANDS:

- Strength: Must have ability to frequently lift, push/pull, and hold/carry materials greater than 50 lbs. ground to waist, waist level and waist to shoulder.
- Climbing: Must have ability to climb step stool, 8-10’ step ladder, 3-4 steps, one flight of steps.
- Standing, sitting, walking, running: Must have ability to: frequently (5-7 hours/day) stand, frequently (5-7 hours/day) walk, frequently (7-9 hours/day) sit, occasionally run (0-1 hours/days). Must be able to walk and run over flat terrain.

- Stooping, kneeling, crouching, and/or crawling: Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees 20-50 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold, or operate with hands more than 50 times per day.
- Seeing: Must have ability for depth perception, color perception, focus, and peripheral vision.

VIII. DRIVING:

- Must have ability to drive automatic transmission: car, van, small truck, medium truck, and utility vehicle.

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