

City & Borough of Wrangell

Position Description

Position: Recreation Coordinator	Position Number:
Department/Site: Parks and Recreation/Community Center	FLSA: Exempt
Evaluated by: Parks and Recreation Director	Salary Grade: 12

Summary

Develops, organizes and manages; staff, contractors and volunteers in providing recreation and leisure activities for the community.

Distinguishing Career Features

The Recreation Coordinator's task is to supervise and support in instructing various recreational programs and classes, and to help the community through developing and promoting the same.

Essential Duties and Responsibilities

- Facilitates activities of recreational programs.
- Develops activities for children in grades K-12 and adult activities.
- Promotes and publicizes recreation programs through fliers, radio and newspaper.
- Performs head lifeguard duties and supervises the evening swims.
- Teaches learn-to-swim lessons.
- Performs administrative tasks including daily deposits, data entry, reservation management and policy and procedure updates.
- Role model customer service and patron relations.

Qualifications

▪ Knowledge and Skills

- Requires knowledge of recreation programs and recreation program development for all age groups.
- Requires general knowledge of national lifeguard standards and best practices. As well as basic knowledge of daily responsibilities in aquatics centers.

▪ Abilities

- Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement.
- Requires the ability to conduct program needs assessments to identify potential recreation programs.
- Requires the ability to build rapport with patrons of a broad age range and recreational interest.
- Requires the ability to work independently and collaboratively with volunteers, staff and the Director.
- Requires the ability to adapt well to change, remain flexible and solution oriented.
- Requires the ability to learn, computer programs including but not limited to Excel, Word, PowerPoint and Outlook.

▪ Physical Abilities

- Requires sufficient ambulatory ability to stand, walk and demonstrate activities for intermittent periods of time.
- Requires sufficient arm, hand, and finger dexterity to demonstrate physical activities and use a computer keyboard and other office equipment.
- Must be physically able to swim and perform other lifeguard duties including CPR/AED.

▪ **Education and Experience**

- Requires high school diploma or equivalent, two years of recreation programming.
- Requires Lifeguard/First Aid and CPR/AED Certification or ability to gain certification upon hire.

▪ **Licenses and Certificates**

- Requires American Red Cross Lifeguard/First Aid Certificate and a CPR/AED Certificate.
- Must possess a valid Alaska driver's license or ability to gain one upon hire.

▪ **Working Conditions**

Work is performed indoors at the aquatics center where relative risks occur. Seasonal recreation programs may require additional hours spent outside the aquatics center.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.