



## JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

### Recreation/Athletic Coordinator

**Reports to:** Program Supervisor  
**Pay rate/status:** \$21.83-\$28.95 (permanent; full-time, benefited)  
**Shift:** Monday-Friday, 9:30a-6p; schedule may be adjusted and include evenings and weekends to meet program needs.  
**Opening date:** 03/05/2024  
**Closing date:** 04/07/2024 or until filled

**General statement of duties:** Plans, coordinates, and implements recreation and athletic programs for all ages and abilities; completes related work as assigned.

**Distinguishing features of the class:** An employee in this classification is responsible for planning, coordinating, and implementing recreation and athletics programs for patrons of all ages. Work is performed under the general supervision of the program supervisor, who reviews work primarily based on results attained and on the accomplishment of outlined objectives and goals. Supervision is not normally a responsibility of positions in this classification; however, incumbents are responsible for assisting in the recruitment and scheduling of instructors, coaches, and officials, and for observing their performance and providing input to the program supervisor.

#### EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

- Assumes primary responsibility for program-assigned tasks including, but not limited to, planning, organizing, scheduling, implementing, and evaluating recreation and athletic programs.
- Grows current programs based on community need and input.
- Identifies new program opportunities and community partnerships to expand and improve program offerings based on community needs and input.
- Provides excellent internal and external customer service. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Develops and maintains a professional and collaborative working relationship with all staff, agencies, community partners, and general public. Provides professional and effective communication.
- Assists with recruitment of potential volunteer coaches and instructors. Provides recommendations regarding hiring, scheduling, and observing of these individuals. Provides performance input to program supervisor.
- Acts as a liaison between the district and Sisters School District to facilitate recreation and athletic programs.
- Assists program supervisor with the onboarding of volunteer coaches; coordinates preseason meetings and trainings for coaches and provides ongoing support and constructive feedback.
- Responsible for coordination of participant registrations, practice, and game schedules, officials, scorekeepers, facility preparation and reservations, transportation, and ensures instructors and coaches have the appropriate equipment needed.
- Responsible for inventory, distribution, and maintenance of recreation and athletic supplies and equipment, ensures supplies and equipment meets the needs of the programs, is in proper and working condition, and orders supplies and equipment as needed.
- Assists program supervisor to identify and solicit recreation and athletic program sponsorships.
- Makes sure that classes are meeting cost recovery goals set forth by the district.
- Prepares program publicity and information for recreation guide, posters, social media, and flyers.
- Provides gameday support to youth and adult athletic and recreation programs.
- Set-up/prepare and take down material at district athletic programs.
- Performs other job-related duties or tasks as required.



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### **DESIRABLE QUALIFICATIONS:**

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

**Knowledge:** Considerable knowledge of methods involved in coordinating, scheduling, and implementing athletic or recreational activities, skills and safety precautions involved in athletic programs, principles of budget allocation, record keeping, and general office procedures and practices; knowledge of computers and basic word processing.

**Skills:** Effective written and oral communication skills; advanced skills using Microsoft Office Suite and recreation registration systems preferably RecTrac and TeamSideline. First Aid and CPR/AED certified.

**Abilities:** Communicate effectively both verbally and in writing; work successfully with youth, adults, parents, coaches, athletic directors, school administrators, co-workers, and supervisors; work independently; act calmly and effectively in emergency situations.

**Physical demands of the position:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to 35 pounds on a regular basis such as boxes/bags of activity materials, stacking tables and chairs, etc. Manual dexterity and coordination are required over 75% of the work period while working with children in activities. The employee will likely spend over 70% of the work period indoors, and exposure to temperature extremes is very minimal. Exposure to loud noise is low and never requires ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Personal protective equipment:** Nitrile gloves for the administration of First Aid.

**Experience and training:** Associate's degree preferred or three years of experience in community athletics, parks and recreation, or related area which included working closely with youth and the general public; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the duties described above.

### **Necessary special requirements:**

- Possession of or ability to obtain CPR/AED and First Aid certification within 90 days of employment.
- Possession of or ability to obtain a valid Oregon driver's license and safe driving record.
- Ability to pass a criminal background check.

### **ADDITIONAL INFORMATION:**

Equal Opportunity Employer