



## JOB DESCRIPTION

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

### Special Events and Care Programs Coordinator

**Reports to:** Executive Director  
**Pay rate/status:** \$20.56-\$27.76 (Permanent; full-time, benefited)  
**Shift:** Mon-Fri; 8a-430p Hours may vary due to program needs  
**Opening date:** 09/14/2022  
**Closing date:** Open till filled

**General statement of duties:** Provides administrative support to care programs, as well as plans and implements district special events, does related work as required.

**Distinguishing features of the class:** An employee in this classification is responsible providing administrative support to care programs and plans and implements district special event such as Crest the Cascades and Glory Daze Car Show. Work is under the general supervision of the executive director 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 substitute and event staff, and for observing their performance and providing input to the supervisor of the program.

#### EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

- Manages preschool registration process including management of classroom waitlists.
- Manages third party billing for all care programs.
- Liaison between district and Sisters School District to facilitate the care programs.
- Assists in recruiting care program staff including substitutes. Makes recommendations regarding hiring, scheduling, and observing of these individuals. Provides performance input to the supervisor.
- Overseeing scheduling of substitutes for all care programs. Steps in and works shifts when a substitute is not able to be secured.
- Assumes primary responsibility for program-assigned tasks including, but not limited to, planning, organizing, scheduling, implementing, and evaluating special events.
- Identify new opportunities and community partnerships to expand and improve care programs and special events.
- Grow current special events based on community interest and need.
- Communicate professionally, effectively and work cooperatively with all staff, agencies, and the general public.
- Responsible for coordination of participant registrations, facility preparation and reservations, and ensuring the staff have the supplies they need for care programs and special events.
- Oversees special event sponsorship program.
- Makes sure programs and events are meeting cost recovery goals set forth by the district.
- Provide excellent internal and external customer service. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Prepares program publicity and information for recreation guide, posters, social media, and flyers.
- Perform other job-related duties or tasks as required.

#### DESIRABLE QUALIFICATIONS:

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



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

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

**Abilities:** Communicate effectively both verbally and in writing; work successfully with youth, parents, school administrators, co-workers and supervisor; 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, and 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:** Associates Degree preferred or two years of experience in care programs and/or special events, 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 above-described duties.

**Necessary special requirements:** Possession of current First Aid, CPR, and AED certificates. Possession of or ability to obtain a valid Oregon driver's license; safe driving record.

### **ADDITIONAL INFORMATION:**

Equal Opportunity Employer