



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: \$20.56-\$27.76 (Permanent; full-time, benefited)
Shift: Tues-Sat; 930a-6p; Hours may vary due to program needs.
Opening date: 09/08/2022
Closing date: On till filled

General statement of duties: Plans, coordinates and implements recreation and athletic programs for patrons of all ages including athletic tournaments, does related work as required.

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 and athletic tournaments. Work is 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 for observing their performance and providing input to the supervisor of the program.

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 to the community.
- 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.
- Communicates professionally, effectively and work cooperatively with all staff, agencies, and the general public.
- Assists in recruiting potential volunteer coaches and instructors. Makes recommendations regarding hiring, scheduling, and observing of these individuals. Provides performance input to the supervisor.
- Liaison between district and Sisters School District to facilitate the youth recreation and athletic programs.
- Assists program supervisor with the on-boarding of volunteer coaches, including ensuring appropriate paperwork and certifications.
- Responsible for coordination of participant registrations, practice and games schedule, officials, scorekeepers, facility preparation and reservations, transportation, and ensuring the instructor or coach has the appropriate equipment needed.
- Tracks inventory of recreational and sports league equipment, ensures that equipment meets the needs of the programs, and is in proper and working condition.
- Oversees youth athletic team sponsorship program.
- 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.
- Inventory, distribute and maintain athletic program uniforms and equipment. Ordered supplies and equipment as needed.
- Serve a tournament coordinator for at least two basketball tournaments.
- Provide game day support to youth athletic programs and recreation programs.
- Set-up/prepare and take down material at SPRD athletic programs.
- Perform 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 of 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 sports programs, 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, coaches, athletic directors, 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 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 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. Ability to pass a criminal background check.

ADDITIONAL INFORMATION:

Equal Opportunity Employer