



Si View Metropolitan Park District

P.O. Box 346
North Bend, WA 98045

Phone: 425-831-1900
E-Mail: sloos@siviewpark.org

POSITION ANNOUNCEMENT

Position: Recreation Specialist – Community Center

Salary: \$2,730 - \$3,489 per month DOQ plus Benefits
Salaried, Full-Time, Non-Exempt

Opening Date: January 7, 2019

Closing Date: January 28, 2019

Application: www.siviewpark.org/careers.html

NATURE OF WORK:

Under the direction of the Recreation Supervisor, this position is responsible for planning, organizing, coordinating, overseeing and guiding a variety of recreational programs, community events, facility rentals and performing varied administrative tasks. The work requires excellent communication and customer service skills due to considerable public contact.

ESSENTIAL FUNCTIONS:

Develops, plans, promotes, implements and evaluates recreation programs including cultural arts, specialized recreation programs and others as assigned. Supervises and instructs program participants in the rules and proper participation in games and various recreational activities. Ensures proper behavior on the part of program participants; takes disciplinary action as needed; responds quickly to potentially hazardous situations and accidents; prepares reports related to incidents and accidents.

Provides transportation for assigned programs using a District vehicle.

Monitors program budgets, maintaining detailed records of revenue and expenditures. Contracts for services of instructors and other professional services. Oversees the use, care and inventory of related program equipment and supplies. Performs custodial duties as needed.

Greets callers and visitors; handles and processes incoming agency calls; screens calls and takes messages; directs inquiries to the proper source and answers questions within the context of established policies and procedures; may initiate routine correspondence in performance of duties and response to inquiries.

Processes registrations using recreation management software; maintains various reference files; assembles and organizes data and prepares necessary reports. Receives and reviews for completion a variety of documents, applications and invoices; receives money for items, fees or services and prepares receipts and records. Enters queries and reconciles data and maintains departmental records such as

registrations and account balances. Processes refunds and credits and manages credit accounts.

Ensures that patrons are aware of, and comply with, all Community Center policies and procedures; coordinates with recreation and maintenance staff to ensure successful execution of events and programming. Assists with facility and equipment setup and takedown, which may include lifting up to fifty pounds.

Provides support with facility rental processes including site tours, customer service and various reports.

MINIMUM QUALIFICATIONS

Knowledge of (position requirements at entry): (A) Community recreation programs and standards; (B) Effective safety standards and precautions related to recreation programs and activities; (C) Effective instructional methods and techniques related to youth, teen and special populations programs; (D) Municipal government operations including organization, functions, policies, rules and regulations; (E) Effective customer service practices.

Skills (position requirements at entry): (A) Planning, organizing, coordinating and leading recreation programs; (B) Cash handling; (C) Using computers and related software including spreadsheets, word processing and publishing applications; (D) Communicating both orally and in writing, sufficient to exchange or convey information and to receive work direction; (E) Maintaining detailed program records and reports; (F) Establishing effective working relationships with District employees and the general public; (G) Physical ability sufficient to perform the essential functions of the position.

EDUCATION AND TRAINING

An Associate's Degree and two years of full-time recreation or customer service related work experience; or an equivalent combination of education and experience which provides the necessary knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

LICENSES, CERTIFICATES AND REGISTRATION:

Valid Washington State driver's license with driving record free from serious or frequent violations; and First Aid and CPR Certification required within thirty days of employment.

WORK ENVIRONMENT:

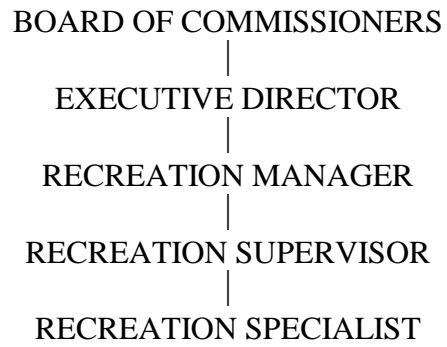
Work is performed primarily at Si View Community Center; offsite work may be required. Work requires active participation in program activities, requiring varying degrees of physical exertion.

AN EQUAL OPPORTUNITY EMPLOYER

The Si View Metropolitan Park District is an equal opportunity employer. It is the District's policy to seek and employ the best qualified personnel and to provide equal opportunity for the hiring and advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, gender, sexual orientation, marital status, national origin or disability. The District provides reasonable accommodations to persons with disabilities.

The statements contained herein reflects general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORGANIZATIONAL RELATIONSHIP:



ORINATION DATE: January 7, 2019