



# Peninsula Metropolitan Park District

PO BOX 425 Gig Harbor, WA 98335  
Office: 253-858-3400 F a x : 253-858-3401  
E-mail: [Info@PenMetParks.org](mailto:Info@PenMetParks.org)

## PENMET PARKS RECREATION SPECIALIST – SPORTS

**Salary:** \$40,798 - \$61,208 annually (2018 scale)

**Bargaining Unit:** Non-Represented

**Length of Position:** Full time, eligible for benefits, non-exempt, medical for employee and spouse

**Closes:** 5pm February 23<sup>rd</sup> 2018

**Nature of Work:** Performs a wide range of professional-level coordinate and implement and evaluate recreation programs and sports leagues. Responsible for Park District sports league activities for youth and adults related to Basketball, Volleyball, Baseball, Softball and Outdoor Soccer and more. Works with recreation team on park district special events, recreation programs and other sport leagues. Position assist with office/registration duties and coverage. Reports to Recreation Manager and works from the Recreation office from 8am to 5pm, Tuesday - Saturday. Position will require some weekend and evenings hours.

**Applicants MUST complete/provide the following for consideration:**

- **PenMet Parks Official Application**
- **Resume**
- **Cover Letter**

**Basic Job Duties & Responsibilities:**

- Administer recreation programs that follow the mission, goals and values of the Park District.
- Schedule and coordinate PSD and PenMet Parks facility use for programs, submits request and resolves scheduling conflicts.
- Monitor program participants, implement program policies and procedures, and evaluate program needs and successes.
- Supervise program staff, instructors and volunteers; schedule staff hours; coordinate and provide training; monitor and evaluate staff performance.
- Conduct informational meetings and trainings with staff, coaches and contractors to communicate policies, procedures, rules and regulations.
- Complete and submit new hire paperwork and volunteer coaches' background forms on time.

- Develop and monitor youth and adult sports programs budgets. Monitor and coordinate expenditures in accordance with established procedures. Meet revenue expectations.
- Submit and monitor budget to purchase supplies and equipment, keep inventory of program equipment.
- Provide on-site leadership and instruction to program participants in specific areas; lead program participants in sports programs and activities in assigned areas.
- Provide customer service, answer phones, register participants, and respond to public inquires. Assist as needed with coverage of front desk at Recreation Center and Soccer Center.
- Works with supervisor and team to develop marketing strategies and promotional materials.
- Prepare program documents and maintain records and reports related to program implementation, operations, attendance, annual budget and performance measures.
- Drafts memos, briefs, contracts, coaches training manuals, sports clinic and league lesson plans, event plans, class and camp curriculums, and other correspondence as needed.
- Pursue outside funding opportunities through grant applications, solicitation of donations and other fund raising activities for program enrichment and enhancement.
- Develop effective working relationships and work with community groups, businesses, local/county/state agencies, and school district/City personnel to provide additional programs and outreach services.
- Assist with supervision of Pen Met facilities and programs during business hours, and evenings/weekends.

## **Qualifications**

- Graduation from an accredited four-year college or university with a degree in recreation, sports management, education or closely related field(s) or minimum of two years' work experience coordinating sports leagues/recreation and hold a strong knowledge of sports programming, facility management, league scheduling and official training.
- Knowledge of databases, spreadsheet, registration and scheduling programs utilized by the district (Active Net, Team Sideline); knowledge of applicable information technology relative to service area.
- Knowledge of principles and practices of public sector organization and program operations; knowledge of recreation program and event management, including planning, scheduling, monitoring, and problem solving; knowledge of the methods and procedures of budget development and control; knowledge of District regulations, risk management and liability relevant to the program area as well as departmental policies and procedure.
- Ability to relate and work with a broad range of program participants; skilled in conflict resolution and excellent customer service.
- Ability to interpret and apply policies and procedures to ambiguous situations. Ability to communicate effectively, both orally and in writing.

- Ability to supervise the work of staff including coordinating, assigning, monitoring and evaluating work; hiring, training, motivating and disciplining staff.
- Ability to respond and effectively handle program related incidents and emergencies. Certification in CPR/First Aid/Blood Borne Pathogens/AED.
- Ability to analyze and prepare budgets, determines program fees, develop schedules, and write reports, procedures manuals and correspondence.
- Ability to work cooperatively and collaboratively with partnership organizations.

***Special Requirements:***

- Successful completion of pre-employment background check.
- Successful completion of pre-employment reference check.
- Valid State Driver's License with proof of satisfactory driving record.
- Non-smoker.

***Working Conditions:***

Work is performed in an office environment, recreation facilities and at park locations. Incumbents are expected to work on a flexible schedule, including evenings and weekends as dictated by district programs and special events. Work may be physically demanding when assisting in recreation activities and special events. Prolonged periods of time may be spent sitting and working at a computer terminal.