



Peninsula Metropolitan Park District

10123-78th Ave NW, Gig Harbor, WA 98332 "Today We Touch
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PENMET PARKS RECREATION SPECIALIST

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.

Nature of Work: Under the general supervision of the Recreation Manager, this position provides professional community recreation program and event planning, development and supervision. **Responsible** for community recreation programs for all ages and abilities. Program areas are related to cultural arts, sports, enrichment, specialty classes and camps. This position has supervisory responsibilities and assists in the hiring, training, supervision, scheduling and evaluation of part-time and contracted employees. This position performs duties independently with minimal supervision from established and well known procedures. Works with recreation team on park district special events and projects. Position assist with office/registration duties and coverage. Work hours vary based on program schedule and include evenings and weekends

Basic Job Duties & Responsibilities:

- Administer recreation programs that follow the mission, goals and values of the Park District.
- Develops, plans, organizes, leads and supervises recreational activities for assigned areas.
- Schedule and coordinate 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 background forms.
- Develop and monitor 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.
- 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, school district and City personnel to provide additional programs and outreach services.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of databases, spreadsheet, registration and scheduling programs; knowledge of applicable information technology relative to service area.
- Knowledge of current principles and practices related to the coordination of a community recreation program.
- Knowledge of principles and practices of public sector organization; knowledge of recreation program and event management, including planning, scheduling, monitoring, and knowledge of risk management and liability relevant to the program area as well as departmental policies and procedure.
- Ability to effectively plan, schedule, oversee and evaluate recreation programs.
- 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 staff.
- 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.

Education and Experience Requirements:

- Bachelor's degree in Parks and Recreation Administration or related field; and two years of experience in recreation program coordination; or an equivalent combination of education and experience from which comparable knowledge, skills and abilities can be acquired.

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.

To apply:

Submit application form to:
PenMet Parks Attn: Human Resource
PO Box 425
Gig Harbor, WA 98335

Applications available at www.PenMetParks.org

Closing Date: January 26, 2018

Selection Guidelines:

Will include: formal application; review of education and experience, testing, oral interview, reference check, SSCI background check, as well as examination of current driver's abstract.

These examples are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related to logical assignment to the position.

PenMet Parks is an Equal Opportunity Employer