



CLASSIFICATION TITLE: Parks and Recreation Coordinator	JOB NUMBER: 7099	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Recreation Supervisor or Recreation Manager	PAY GRADE: 18	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate skilled administrative support work organizing and coordinating balanced and diverse intergenerational community programming, and related work as apparent or assigned. Work is performed under the limited supervision of the Recreation Supervisor or Recreation Manager ("supervisor"). Limited supervision is exercised over assigned staff and volunteers.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Develops, implements and promotes an appropriate balance and variety of library related or recreational activities, classes, events and activities; coordinates program, activity, and event planning with other departments; evaluates adequacy of classes, programs, activities, and events and modifies as needed.
- Completes provider agreements/contracts, maintains records and prepares detailed reports; completes grant applications for program funding; assists with preparation of budget and document expenditures; researches and prepares cost projections and budget recommendations.

- Provides staff and volunteer supervision on operational procedures, policy interpretation, workload planning, administrative functions, public relations and marketing.
- Interacts with the public to resolve issues or complaints, answer questions, facilitate requests, and accommodate scheduling.
- Provides oversight of all department facilities; ensures all are operated and maintained in a safe and sanitary condition; schedules, documents and tracks usage; coordinates use of City and School District facilities.
- Provides continued development of volunteer programs including reporting requirements.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Administrative principles and practices, including program development, implementation, and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Hospitality profession sales and marketing
- Rules and regulations of sports activities.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Public speaking techniques.
- Computer proficiency; windows based software, website updates.
- Recruiting and training volunteers.
- Organization and development techniques for recreation programs, activities, and operations.
- Applicable health and safety policy, procedures and regulations.

Skills and abilities to:

- Develop and implement a variety of recreational activities and events; promote and represent self-sustaining recreational programs.
- Prepare bids for state, regional and national events.
- Train, supervise and evaluate assigned personnel; provide direction/supervision to contract staff and recreation volunteers.
- Analyze situations accurately and adopt an effective course of action.
- Demonstrate proficiency in windows-based software.

- Interpret, apply and explain rules, regulations, contract requirements, and policies/procedures.
- Maintain technical records and prepare detailed and statistical reports.
- Collect, compile, analyze and tabulate statistical data.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Obtain Food Handler's Permit within three (3) months of hire.
- Obtain First Aid, CPR and Defibrillator Certifications within three (3) months of hire.
- Some positions within this classification may require possession of Pool and Spa Operators Certificate within six (6) months of hire.
- Some positions within this classification may require possession of current Lifeguard Certificate within six (6) months of hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

Associates/Technical degree in recreation, or related field and three (3) years of experience in recreation programming, and one (1) year of experience in a lead or supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are

appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.

- **Drive for Team Results:** Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.
- **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

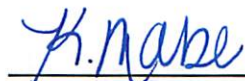
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

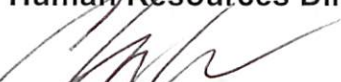
Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

Human Resources Director *designee**7/22/25*

Date



Department Head

7-23-25

Date



City Manager or Authorized Designee

7/23/2025

Date