

## **City of Richland – Job Description**

### **Parks and Recreation Department – Sports Program Coordinator**

#### **Purpose of Position**

Plan and organize leisure recreational activities along with creating new programs for those with disabilities.

#### **Major Duties and Responsibilities**

Plan and organize youth activities, such as after school programs, summer camps, and inclusive programs.

Plan, organize and supervise adult sports

#### **Job Context**

The Youth Program Coordinator is a full-time, permanent position in the Parks and Recreation Department. The immediate supervisor for this position is the Parks and Recreation Director. The person in this position is supervised on a weekly basis and supervises the activities of departmental-related youth activities. The Youth Program Coordinator works regular hours with flexibility required when the workload demands it, including some weekend and evening hours. There is no shift work involved with this position. The person in this position is always on call. 80% of the work for this position is indoors; 20% is outdoors and requires work done in all types of weather conditions. The position has accountability for monetary, fiscal, safety and legal issues related to the work for which this position is responsible.

There is occasional exposure to chemicals and/or hazardous material. A high school diploma or its equivalent is required for this position; a degree in recreation administration, park management, public administration or a related field is strongly recommended. The stress level for this position is moderately high. Physical work required for the position is minimal.

## **Knowledge, Skills and Abilities**

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### **Knowledge:**

- Youth leisure activities sponsored by department
- Rules and regulations related to departmentally sponsored programs
- Recreational program operation techniques
- Inventory procedures
- Rules and regulations concerning certification
- City policies and procedures regarding purchasing
- Volunteer acquisition and retention
- City ordinances
- Procedures and background
- Program Development
- Locations of City Facilities
- Basic computer knowledge
- Mathematical skill, including addition, subtraction, division and multiplication
- City of Richland Safety Manual standards and regulations concerning employee safety
- Federal and state statutes concerning the work of the department
- General functions and operations of municipal government

### **Skills and Abilities:**

- Organize and establish recreational programs
- Ability to work volunteers and part time staff
- Work in all weather conditions
- Work as a team member with other employees
- Meet specified or required deadlines
- Make decisions within specified time restraints
- Communicate effectively with residents, elected officials, other City employees, etc., both oral and written
- Maintain confidentiality

- Work autonomously when necessary
- Handle multiple tasks simultaneously with frequent interruptions
- Deal with others in a professional manner
- Maintain professional composure in heated situations
- Follow departmental and City procedures