

San Juan Island Park & Recreation District
Job Description

Job Title: Recreation Specialist- Sports and Fitness
Reports To: Recreation Manager
Status: Permanent, ¾ time
Prepared Date: January 2025
Salary: \$25.04/hr to \$35.65/hr, eligible for annual merit and cost of living increases
Benefits: Full benefits include medical and retirement

Summary

This professional and supervisory position is responsible for the development and direction of youth and adult sports, fitness and recreation programs. Under the direction of the Recreation Manager, this position plans, schedules, supervises, promotes, coordinates, and may lead sports and fitness programs as well as tournaments. As is the nature of recreation this position requires working varying hours which include some evenings and weekends and will include travel to various recreation sites.

Essential Duties and Responsibilities

- Coordinates a comprehensive year-round recreation program with a focus on sports, fitness, tournaments, and community programs.
- Ensures that all safety precautions and risk management requirements are followed for employee and participant safety.
- Recruits, trains, schedules, and supervises volunteers necessary for the success of activities, events, and programs.
- Trains, supervises, and evaluates work performance of recreation personnel. Makes recommendations for hiring and termination.
- Negotiate contracts and rates with service providers and community facilities as required
- Sets up equipment as necessary, inspect recreational facilities and equipment to assure safe and proper working conditions.
- Maintains program records, writes reports, develops program evaluations and make recommendations for program success and development.
- Provide information to staff and general public regarding programs; resolves grievances and complaints.
- Develop and manage annual program budgets.
- In partnership with admin staff, manage online registration system including editing programs, building programs, and processing registrations and collecting fees; troubleshoot as needed.
- Purchase supplies and equipment, maintain inventory and provide for the responsible use, maintenance and storage of all program equipment and material.
- Assists with the preparation of brochures, press releases, flyers and social media content; maintaining current program photograph library
- Assist coworkers as needed at after school programs, summer camps, family programs, and special events.
- Represent District and its services at related community meetings; present and promote District programs to service organizations, school groups and others.
- Develop and maintain positive working relationships with volunteers, staff, community partners, program participants, the general public, co-workers and Director.
- Set up, clean up, and perform light maintenance for programs as needed.
- Maintain regular, reliable, and punctual attendance. Holiday, evening and/or weekend hours may be required.
- Remain current with relevant trends in the field of recreation.

Knowledge, Skills and Abilities

- Knowledge and experience in planning, prioritizing, and organizing a complex workload which includes multiple stakeholders.
- Experience with program and event planning
- Knowledge of tournament organization
- Understanding of various sports, coaching methods, and referee practices
- Ability to perform each essential duty identified above in a timely and responsible manner; follow established policies and procedures.
- Ability to meet schedules and deadlines.
- Proficient with standard office equipment, windows operating system, Microsoft Office and web-based programs.
- Effectively communicate orally and in writing and deal effectively and personably with the public.
- Experience using de-escalation techniques
- Demonstrate flexibility and willingness to meet organizational needs by leading activities and supporting the work of co-workers.
- Ability to provide use of personal motor vehicle when necessary for transportation to and from programs and transporting program equipment and supplies.
- Must be able to pass a national criminal history background and driver's license screening.
- Ability to safely operate a 12-passenger van.
- Solve practical problems creatively and deal with a variety of situations

Education and Experience Requirements

- Bachelor's Degree in Recreation or related field
- Or 4 years of relevant experience and education
- Valid Driver's License
- Current First Aid and CPR certification or ability to acquire immediately.

Working Conditions and Physical Requirements

- 60% of work is performed in an office environment; 40% involves work at program sites both indoors and outdoors.
- Ability to lift a minimum of 40 pounds.

Please send your resume, cover letter, and completed employment application to Bethany Klassen at bethany@islandrec.org. Applications can be found at <http://www.islandrec.org/about-us/employment/>