



## CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

### RECREATION PROGRAM COORDINATOR

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** GPEA  
**Salary Grade:** G35

#### CLASS SUMMARY:

The Recreation Program Coordinator is a Programs Stand Alone class. Incumbents are responsible for planning, implementing and managing a comprehensive recreation program and management of recreation programs, activities and events to maximize community use of Parks facilities. Incumbents design and produce information material for participants and the community, assist in policy and procedure creation for recreation programs and services, and acts as facilitators with community groups and park users.

Supervision is not a responsibility of the position. Incumbents will perform lead duties to include providing input in hiring selection of recreation personnel, training, assigning work, and providing performance input.

The Recreation Program Coordinator is distinguished from the Recreation Assistant (Office Assistant) by the lead responsibilities, budget input, and high level of community outreach and coordination.

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#### CORE COMPETENCIES:

- **Integrity/Accountability:** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - **Vision:** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - **Leadership/United:** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS DUTIES:** These duties are a representative sample; position assignments may vary.

- Plans, organizes, assigns work and trains staff and volunteers assigned to the recreation program; provides input on staff performance; and assists in hiring processes for personnel.
- Plans, coordinates and facilitates programs with community recreation providers including leagues and organizations.

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Coordinates and schedules school, park, recreation and athletic facilities, youth sport clinics, coaches' clinics and other instructional events.
- Plans, coordinates and manages reservations for recreational fields at city parks, rental of park shelters and buildings, banner spaces, and other park facilities; collaborates with users to design a standardized plan for facility use; and coordinates event preparation with Parks maintenance staff.
- Coordinates and manages contracts and ensures adherence to contract guidelines.
- Plans, organizes, implements, and evaluates citywide special events and activities including registration, vendors, public speaking, exhibitors, sponsorships, business relations, and related event components.
- Recruits tournaments and regional recreation activities; facilitates large group reservations for activities and festivals in the parks; and provides assistance to event coordinators.
- Provides professional customer service in-person, on the phone and in writing; responds to user complaints and facilitates resolution of disputes; responds to citizen and media inquiries; prepares written correspondence.
- Assists Parks management and the Community Development Director in formulating policies and procedures for Parks facilities operations.
- Assists in preparation of the divisional budget and monitors expenditures.
- Collects fees, verifies insurance and applications are received and accurate, and refunds deposits when appropriate.
- Facilitates public meetings related to the use, planning needs and goals of recreation programs, events, and activities, and prepare program reports and recommendations for Parks management, the Community Development Director and City Manager.
- Grows, diversifies, and increases outreach of City recreation programs to include design and implementation of new programs for direct City oversight and administration.
- Maintains positive public relations with park users and vendors on behalf of the City, and promotes recreational opportunities through social media, publications, public engagement opportunities and other channels in partnership with the City's Information Coordinator.
- Provides staff support to the Parks Advisory Committee and presents information to City Council as needed.
- Seeks recreation and park facility grants, sponsorships, and outside funding opportunities.
- Collaborates with Public Safety to ensure enforcement of rules and regulations to assure the safety and welfare of users.
- Maintains records and operates recreation program software and Microsoft programs.
- Operates a motor vehicle to travel to meetings and event locations to review site and facility requirements.
- Performs other related work as required.

**Training and Experience** (positions in this class require):

A high school diploma or equivalent and three years of recreation coordination experience with an emphasis on customer service are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C
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**Knowledge** (positions in this class require):

Knowledge of:

- Conflict resolution practices;
  - Recreational user types and sports and user needs related to events and activities;
  - Sports field and court preparation and maintenance for event preparation;
  - Recreation program planning and administration, and equipment, facilities, operations, and techniques used in a comprehensive recreation program;
  - Principles of planning, scheduling, and coordinating people and resources;
  - Promotional processes, community outreach and event facilitation to include marketing strategies and use of social media;
  - Effective and efficient public relations;
  - Educational methods and instructional techniques;
  - Contract management and negotiations;
  - Public finance and budgeting principles;
  - Personal computers and related software programs;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules and regulations.
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**Skills** (positions in this class require):

Skill in:

- Researching, analyzing, interpreting, summarizing and presenting administrative and technical information and data in an effective manner;
- Identifying and implementing goals, objectives and practices to ensure effective and efficient services;
- Reading, revising and interpreting policies and procedures;
- Preparing clear and concise reports, correspondence and other written materials;
- Managing multiple responsibilities and projects within defined deadlines and budget;
- Appropriate and effective independent decision making;
- Providing positive and effective leadership;
- Presenting facts and recommendations to employees, management, elected officials, and public groups;
- Problem analysis and solution by applying critical thinking methods;
- Effective coordination and communication with various groups and committees to facilitate a positive working relationship and conflict resolution;
- Using a computer and related software programs;
- Safely operating a motor vehicle;
- Collaboration with diverse groups of people displaying tact, diplomacy, judgment and a cooperative attitude
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**Physical Requirements:**

Positions in this class typically require: grasping, fingering, talking, hearing, seeing, repetitive motions, climbing, stooping, crouching, reaching, standing, walking, pushing, pulling, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Medium Work Occasionally: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to extreme temperatures during events and travel.

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**Additional Requirements:**

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek and attend evening meetings.

Incumbents must pass a full background investigation and reference check, and a pre-employment drug screen.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

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**Classification History:**

Adopted by Council July 7, 2021, Resolution No. 21-7080