FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Recreational Program Coordinator DATE OPENED: 6/09/2020

DEPARTMENT: Parks & Recreation CLOSING DATE: 6/21/2020

If you have any questions about this position vacancy, call: (406) 758 - 5800

NUMBER OF POSITIONS OPEN: 1 BARGAINING UNIT: Non Union

___ FULL TIME ✔ REGULAR (YEAR ROUND POSITION)

✔ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 17.42 per Hour

SALARY AT:
1 YEAR STEP: $ 18.12 per Hour
2 YEAR STEP: $ 18.84 per Hour
3 YEAR STEP: $ 19.22 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

20-40 hours per week

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Recreational Program Coordinator **Job Code:** 05030
Department: Recreation **Pay Grade:** Stnd 21
Reports to: Recreational Program Manager **FLSA Status:** ☒ **Non-Exempt** ☐ **Exempt**

Department Overview:
The Recreation Division of the Parks and Recreation Department has established a reputation within the community for operating successful and well attended sports leagues and tournaments for all ages. The primary goal of the Department is to strengthen the community by providing recreational choices to enhance fun and healthy lifestyles, in a safe facility, and at an affordable cost. The Department promotes sports participation and increases community access to programs and events. An ongoing effort is made to provide a plethora of opportunities for all residents of the community to enhance achievement of healthy lifestyles. The Conrad Complex Sports Complex and area school gymnasiums have hosted events with programs supported by participant fees and local business sponsorships. Current programs include softball, basketball, flag football, t-ball, pickleball, and volleyball.

Job Summary: This position assists in planning, scheduling and management the programs and activities of the recreation division of the Parks & Recreation Department; exercises supervision over personnel and volunteers in assigned program areas.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plans, organizes and directs a comprehensive, year-round, County-wide recreation program for all age groups in available recreational facilities; plans and/or arranges program specific work schedules for subordinate staff and volunteers.

- Participates in the development of goals, objectives and priorities; provides courteous, high quality service to members of the public by personally responding to requests for service or making appropriate referrals. Recommends new or revised regulations, policies, procedures and guidelines as needed.

- Promotes public awareness of recreational activities through local newspapers, radio show presentations, publications and other forms of publicity; maintains contact with recreational interest groups; plans for and works with local government and school officials to ensure mutual utilization of recreational facilities and with private businesses to sponsor activities.

- Assists in the selection, assigning, training and supervising the work of volunteer personnel associated with the program. Maintains contact with recreational interest groups; plans for and works with local government and school officials to ensure mutual utilization of recreational facilities and with private businesses to sponsor activities or obtain the use of facilities.

Non-Essential Functions:

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- Constant use of hands to handle or feel objects and to operate keyboard.
- Must lift light to moderate objects, materials and equipment weighing up to 50 pounds.
- Frequently required to sit, talk, write, listen and read.
- May be required to stand, walk, run, climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.
- Work is performed in an office environment as well as periodic site visits to recreational facilities.
- The noise level of the office building is usually moderate; however employee is occasionally subjected to loud noise.

Supervision Exercised: This position supervises personnel and volunteers assigned to the Recreational Program, including officials, scorekeepers, coaches and other volunteers.

Knowledge, Skills, and Abilities:
Knowledge of modern principles and practices of year-round recreation programming; effective supervisory and management principles and practices; computer software programs such as Microsoft Office; telephone, office and online etiquette. The employee must have an understanding of a wide variety of indoor and outdoor recreational programs for all age groups covering all seasons of the year.

Skill and ability to plan, organize, direct, schedule, supervise and review activities of assigned staff; analyze problems, evaluate alternatives, and make sound decisions and recommendations; follow problems through to resolution; present clear and concise reports; learn and use a variety of computer software applications related to the work; learn, retain, interpret and apply plans and policies, adapting effectively to change; establish and maintain effective working relationships with the supervisor, co-workers, community groups and leaders, businesses and other public agencies; obtain and maintain a valid Montana driver's license with a safe driving record; obtain CPR or WFR certification; utilize division and countywide software applications to maintain records.

Education and Experience:
One year of full time, paid experience in planning, promoting, scheduling, organizing and evaluating public recreational programs; or two years of experience serving as an

assistant to someone performing the above duties; or substituting major course work or training in recreational programming up to and including a college degree for the experience; or any equivalent combination of experience and training which indicates possession of the knowledge, skills and abilities listed.

Action	Date	Reference
Adopted	7/1/88	Commissioners' Minutes
Revised	7/1/92	Commissioners' Minutes
Revised	6/15/00	Commissioners' Minutes (Salik recommendation)
Revised	4/11/17	Commissioners' Minutes