



CITY OF WAUKEE
invites applications for the position of:

Recreation Coordinator

SALARY:	\$58,476.00 - \$73,991.00 Annually
DEPARTMENT:	Parks & Recreation
OPENING DATE:	11/22/22
CLOSING DATE:	12/06/22 04:00 PM

JOB PURPOSE:

The Recreation Coordinator will create, plan, organize and supervise recreational programs, leagues and special events for a variety of age groups.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS:

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Designs, develops, coordinates, implements, evaluates, and as necessary, works recreational activities and events for the City.
- Monitors revenues and expenditures within assigned areas to ensure sound fiscal control.
- Utilizes electronic software to oversee registration for scheduled events and programs, assists participants in the registration process, accounts for registrations and payments for programs and events, maintains registration records and reviews registration materials and rosters.
- Assists with hiring, training, scheduling and evaluating of seasonal staff.
- Recruits and coordinates volunteers for programs, leagues and special events.
- Interacts with parents, caregivers, guardians, children, program participants, instructors, coaches, youth associations, community organizations, civic groups and others regarding programs, events and activities via telephone, email, in-person and social media.
- Assists in setting program fees, establishing program budgets and complying with City and department revenue policies. Assists in compilation of applicable reports and budgets.
- Maintains awareness of new developments in the field of recreation; incorporates new developments as appropriate into programs.
- Assists with the preparation of department brochures and publications.
- Regular attendance and the ability to work evenings and weekends is essential for this position.
- Ensures compliance with department and City policies, rules and regulations.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Knowledge of the principles and practices associated with modern recreation planning and leisure activities including safety precautions associated with recreational activities and events.
- Engage others and tap into their insight in working toward a common goal or outcome.
- Ability to work independently, prioritizing daily, weekly, monthly and annual tasks.
- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Seek to improve effectiveness and efficiency with positive and creative approaches to challenges.
- Display strong analytical and exceptional communication skills.
- Anticipate and take action in solving problems while using judgment and a systematic approach to decision making.
- Create and participate in a team environment.
- Utilize high level of conflict resolution skills with staff, community members and elected/appointed officials.
- Contribute to the City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures.

QUALIFICATIONS:

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- Bachelor's Degree in Recreation, Leisure Studies, or a related field.
- A minimum of 6 months increasingly responsible related experience preferred.
- Must possess a valid Iowa Driver's License within 30 days and meet the requirements of the City's motor vehicle policy.
- Current CPR and First Aid certifications or ability to obtain within 60 days of hire.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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- Able to effectively present information and respond to questions from administration, staff, colleagues, elected officials and the general public.
- Able to function productively in a standard office environment accessing cabinets, shelving, work areas and office equipment.
- Able to sit or stand for long periods of time while maintaining focus.
- Be responsive to visual and verbal alarms and other indications of distress.
- Must be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, businesses and community members.

WORKING CONDITIONS:

- Climate controlled office with hazards typical to that environment.
- Position requires outdoor work where heat, cold, precipitation and the results of weather and nature may be encountered.
- Position requires travel within and outside of the City, which imposes common travel hazards.

- Standard work hours must be flexible and include evenings and weekends and will be greater than 40 hours per week for a large percentage of the year.
- The employee in this position is required to reside within a 30-minute radius of the City limits due to the need to respond to emergency calls in a timely manner to protect the health, safety and welfare of the citizens of Waukee.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.waukee.org/>

Position #Recreation Coordinator
RECREATION COORDINATOR
TC

236 W. Hickman Rd
Waukee, IA 50263

HR@Waukee.org

Recreation Coordinator Supplemental Questionnaire

- * 1. What is your highest level of education?
 - High School Diploma or GED
 - Associates Degree
 - Technical Certification
 - Some College
 - Bachelors Degree
 - Masters Degree
- 2. If you have a degree, what was your major? If not applicable, please enter N/A.
- * 3. How many years of related work experience do you have with recreation programs?
 - No experience
 - Less than 1 year experience
 - 1 year to 2 years experience
 - More than 2 years, less than 3 years experience
 - More than 3 years, less than 4 years experience
 - More than 4 years, less than 5 years experience
 - More than 5 years experience
- * 4. Please describe your related work experience with recreation programs. Include dates, employer and position title. If not applicable, please enter N/A
- * 5. How many years of related work experience do you have recruiting volunteers?
 - No experience
 - Less than 1 year experience
 - 1 year to 2 years experience
 - More than 2 years, less than 3 years experience
 - More than 3 years, less than 4 years experience
 - More than 4 years, less than 5 years experience
 - More than 5 years experience
- * 6. Please describe your related work experience recruiting volunteers. Include dates, employer and position title. If not applicable, please enter N/A
- * 7. How many years of related work experience in planning and coordinating special events do you have?
 - No experience
 - Less than 1 year experience
 - 1 year to 2 years experience
 - More than 2 years, less than 3 years experience
 - More than 3 years, less than 4 years experience
 - More than 4 years, less than 5 years experience
 - More than 5 years experience
- * 8. Please describe your related work experience in planning and coordinating special events, include dates, employer and position title. If not applicable, please enter N/A
- * 9. This position requires the need to work evenings, weekends and some holidays. Are you able to meet this requirement?
 - Yes
 - No

* 10. Do you reside within a 30 minute radius of the Waukeee CIty limits or have the ability to meet this requirement within 6 months of hire?

Yes

No

* 11. Do you currently possess a valid drivers license?

Yes

No

* Required Question