



CLASSIFICATION NO. 464  
Established: 7/93  
Revised: 3/06, 10/13, 1/26  
FLSA: Exempt  
EEO: 2

## RECREATION AND NATURAL AREAS PROGRAM COORDINATOR

### CLASS CHARACTERISTICS

Under direction, to plan, schedule, organize and coordinate recreation, education and/or community programs, projects and activities in parks, facilities or natural areas; to lead the work of support staff and volunteers; and to do other work as required.

### DISTINGUISHING CHARACTERISTICS

North Clackamas Parks and Recreation District (NCPRD) is a service district of Clackamas County that provides aquatic, park, recreation, education and social services to senior citizens, youth, students, and other County residents within the park district boundaries.

The Recreation and Natural Areas Program Coordinator oversees and coordinates the provision of services within assigned program areas and projects. Incumbents are responsible for program and project development or coordination, operation, monitoring and evaluation.

The Recreation and Natural Areas Program Coordinator differs from the Recreation Shift Coordinator and Aquatic Park Shift Coordinator in that the former is responsible for program and project development, coordination, monitoring, and evaluation, whereas shift-level coordinators focus primarily on day-to-day program scheduling and safety monitoring.

### TYPICAL TASKS

Duties may include but are not limited to the following:

1. Plans and coordinates the activities of parks, facilities or natural areas programs or projects; develops work plans, allocates resources and develops schedules to accomplish program goals.
2. Assigns, schedules, and reviews the work of assigned program staff, volunteers, temporary and/or contract employees; coordinates and assists in the training of staff; assists in the evaluation of employee performance, and of program methods and procedures; motivates staff to provide quality service to program participants; develops and coordinates citizen advisory groups; works with other District staff to identify and develop cooperative opportunities for community members to participate in District functions and programs; promotes cooperative team efforts among staff and with other public and private agencies.
3. Participates in the development of marketing strategies for assigned programs and events; coordinates with the marketing team to discuss marketing and materials, and approves the design of requested materials.

4. Coordinates the activities of the program/project with other park service programs within the district and with other community and government agencies; serves as liaison to community organizations, internal staff, and other agencies on behalf of NCPRD.
5. Assists in preparing and updating budgets and grant proposals; manages budget/grant funds and authorizes/reviews limited program expenditures; gathers and compiles data and prepares reports.
6. Conducts research, including needs assessment and feasibility studies; identifies educational, recreational and social needs of target population; gathers and analyzes information on community resources; works in cooperation with school districts and community organizations to assure compliance with applicable policies related to public use, particularly with respect to athletic programs or natural areas-trails and parks; prepares recommendations for new programs and program changes, including estimated fiscal and organizational impacts.
7. Conducts public relations and outreach activities; recruits volunteers and donations; develops resources within community and private organizations; represents the District throughout the community in meetings, gatherings, events; provides program information to the public, community groups and agencies; develops and implements participant surveys to collect feedback and identify areas for future enhancements, improvements, and program offerings.

Duties with the Recreation division may include but are not limited to the following:

8. Monitors and evaluates program effectiveness in meeting established objectives; participates with management and community groups in developing program goals, policies and procedures; assists with program registration; maintains program and scheduling records and files; develops and maintains local community sports organizations website; prepares reports on program operations.

Duties with the Natural Areas division may include but are not limited to the following:

9. Assists with natural resources-based education programs at parks in partnership with Water Environment Services, Metro and other agencies and environmental groups; responds to the public concerns and inquiries related to natural areas in parks, open spaces and trails; develops maps and tables; prepares memos, plans and reports.

Working knowledge of: Principles, methods and techniques in specific area/field relevant to assigned program, such as recreation, field scheduling, leisure or sports programming, gerontology or adolescent development; budget/grant administration; participative management theories; research methods and techniques; interviewing techniques; record keeping techniques; basic math and statistics; English grammar and composition; basic supervisory techniques.

(Recreation) principles and practices of public administration, including program planning and development; community resources; needs of individuals with limited economic and social resources.

(Natural Areas) vehicle, equipment and tool operation and maintenance; natural resources database management including Access and GIS; building relationships with community and

agency partners; natural area volunteer program coordination; natural areas monitoring methods and techniques; natural area adaptive management strategies.

**Skill to:** Plan and coordinate an assigned recreation service program or natural areas conservation and maintenance program; effectively coordinate, develop and utilize available staff, program and community resources; communicate effectively, both orally and in writing; produce professional and effective written documents including emails, memos, recommendations, plans, and reports; relate to a wide range of clients, personnel, professional staff and community representatives; interpret policies and develop procedures; gather and evaluate data; direct staff in continuous efforts to improve quality, productivity and effectiveness; establish and maintain effective working relationships with community, private and government agencies, County employees and the public.

(Recreation) prepare and deliver oral presentations before public groups.

(Natural Areas) Effectively coordinate non-native early detection rapid response monitoring and control; maintain database including Access and GIS; trouble shoot natural area program equipment and infrastructure maintenance in the field and shop.

## **WORKING CONDITIONS**

Some duties within Natural Areas division are performed outdoors in a variety of conditions and include exposure to various hazardous chemicals.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Within Natural Areas division, must possess and maintain a State of Oregon Commercial Pesticide Applicator license.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.