



CLASSIFICATION NO. 466  
Established: 2/24  
FLSA: Non-exempt  
EEO: 8

## **RECREATION SHIFT COORDINATOR**

### **CLASS CHARACTERISTICS**

Under general supervision, to assist in scheduling, training and implementation of sports and recreation programs offered through North Clackamas Parks and Recreation; to train and lead the work of assigned volunteers and support staff; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education, and social services to County residents within the park boundaries.

The Recreation Shift Coordinator is responsible for the scheduling, coordination, and effective and safe operations of a variety of sports and recreation programs throughout the district.

The Recreation Shift Coordinator differs from the Recreation Leader, Senior which leads the work of volunteers and support staff but does not have scheduling and coordination responsibilities. This classification also differs from the Aquatic Park Shift Coordinator, which is responsible for the scheduling, training and the coordination of operations for programs within the Aquatic Center.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Assists in the planning and overall operation of NCPRD sports and recreation programming; develops and coordinates the scheduling of activities and rentals for assigned facilities and programs; allocates staff, volunteers, and other program resources to support scheduled programs.
2. Utilizes software programs to manage program registration and scheduling; participates in an ongoing public relations program as an active representative of the North Clackamas Parks and Recreation.
3. Leads the work of volunteers and support staff; schedules, trains, and oversees the work of volunteers and support staff; monitors performance of volunteers and support staff on shift.
4. Performs a variety of clerical duties and functions to promote and maintain effective program services and procedures; updates and maintains spreadsheets, databases, and reports; interprets data for proper input to program formats.
5. Coordinates and presents sports and recreation safety training for volunteers and support staff.

6. Provides customers with information on sports and recreation programs offered through North Clackamas Parks and Recreation; addresses concerns or issues that have been escalated regarding safety and patron/customer interactions.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working Knowledge of: Organized community recreation principles and practices; scheduling of sport and recreation facilities and programs; effective communication skills; software applications; applicable State regulations related to recreation and sport facility safety.

Skill to: Schedule and coordinate a variety of recreational programs; prepare operating schedules to coordinate facility usage; understand applicable sports regulations and standards; meet and deal with the public, clients, and other staff in a courteous, professional manner; train part-time workers and volunteers; prepare and maintain records and reports; establish and maintain effective relationships with county employees and the public; communicate effectively, both orally and in writing.

### **WORKING CONDITIONS**

The North Clackamas Parks and Recreation District operates 7 days per week which requires staffing of Sports and Recreation Program Shift Coordinators, as assigned, for all shifts. Positions may be assigned to work day or evening shifts, including weekends and holidays.

Duties require frequent to continuous standing, walking, sitting, grasping and fine motor control.

### **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:** None required.

**Licenses/Certifications:** None required.

### **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 on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.