

**RECREATION COORDINATOR I**

FLSA Status: Covered  
Union Representation: Municipal Employees, Local 483/Recreation Employees

**Class Summary:**

Recreation Coordinator I is the second class in a series of three represented classes (Recreation Leader, Recreation Coordinator I, Recreation Coordinator II,). Positions assigned to this class are responsible for coordinating a full range of current recreational service activities at assigned recreational sites. Work involves program development and implementation; assessing needs; working with various community groups; planning; organizing; and, promotion. Positions of this class may engage in general recreation work or may be assigned to very specialized recreation work requiring specific skills not generally found. Positions of this class may do general programming at a facility which may include a few satellite programs of the same type. Based upon assignment, positions of this class may do very specialized programming at a facility or on a City-wide basis. In any assignment, work is performed with considerable independence. Supervision is received from higher-level recreation personnel who review work through reports and results obtained. Positions in this class may be either generalists or specialists, depending upon assignment.

Recreation Coordinators I are distinguished from Recreation Coordinators II by the emphasis Recreation Coordinators I have on programs and activities which are limited to a single facility or very few satellite programs of the same type as found in the designated facility. Recreation Coordinators I are distinguished from Recreation Leaders by the responsibility Recreation Coordinators I have for program development and assessment of community needs. Recreation Coordinator's I may direct the work of Recreation Leaders.

**Examples of Work:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

1. Coordinates activities in an assigned general or specialized recreational program area; conducts needs assessments; develops and plans programs based upon community needs; organizes, promotes, implements and evaluates programs.
2. Schedules classes and works with instructors in assigned program areas; monitors on-site activities; recruits and directs the work of volunteers.. Assists supervisor with hiring part-time and seasonal employees, directs and reviews their work and brings performance concerns to supervisor's attention.
3. Keeps accurate attendance records and writes administration reports; collects fees for classes and events; prepares cash collection reports and deposits.
4. Works with other staff, volunteers and instructors to estimate material and equipment for programs; purchases supplies and equipment with approval of supervisor.
5. Maintains filing system or computer databases for community demographics,

- course development, vendor information, consumer files and class information.
6. Assists in the development of the facility's publicity by writing brief course descriptions, news articles and flyers for assigned program areas.
  7. Provides information on Parks and Recreation programs over the phone and in person to customers and potential customers.
  8. Provides limited class instruction in generalized and specialized areas in the absence of the assigned instructor or to promote a new class.
  9. May serve as Employee in Charge (EiC) in the absence of the supervisor.

**Knowledge, Skills and Abilities:** (At time of appointment, base KSAs expected of all positions)

1. General knowledge of current literature and trends in the field of leisure programming and education.
2. Knowledge of program assessment, planning, development, coordination, and evaluation applicable to the assigned area.
3. General knowledge of methods of recruiting, assigning and directing work, motivating, and evaluating performance of permanent, part-time and volunteer staff.
4. Skill in developing, promoting, scheduling and coordinating programs, classes and special events.
5. Skill to analyze specific community recreation needs and to adopt programs to meet needs.
6. Skill in oral and written communication including public speaking.
7. Skill in computer entry and use including: data entry, program and/or course entry and scheduling, facility scheduling as needed and computer based registration processes
8. Skill in keeping accurate records including registration, deposits, receipts and community data.
9. Skill in problem solving, organizing workloads and meeting deadlines.
10. Skill in meeting the needs of diverse populations.
11. Ability to establish and maintain effective working relationships with center staff, other recreation staff, city employees, users, community groups, special interest groups, advisory boards other governmental agencies, school district staff and the general public.
12. Ability to educate and enforce park rules and city ordinances.
13. Ability to apply effective leadership techniques, particularly in the areas of assisting supervisor with recruiting, training, scheduling, and evaluating Recreation Leaders, volunteers and seasonal/casual staff.
14. Ability to direct the work of part-time and seasonal employees, review work, and bring performance concerns to supervisor's attention.
15. Ability to incorporate the needs of people of diverse ethnic backgrounds, ages, physical abilities, and interests into program planning.

**Licenses; Certificates; Special Requirements:**

Requires a valid driver's license and an acceptable driving record.

**Working Conditions:**

Positions often require working a flexible schedule, including afternoons, evenings, designated holidays, and/or weekends.

**Specialties:**

Positions in this class are assigned to one of the following specialties: Generalist Aquatics, Teen Services Outreach, Music, Customer Service, Adaptive and Inclusive Resources, Arts, Public Events Permitting, Senior Recreation, or Urban Parks. Positions assigned to the Generalist specialty are defined under the Class Summary and Examples of Work portion of the class specification.

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**Class History:**

- Adopted: 08-19-75 Formerly titled Recreation Instructor I.
- Revised: 08-27-92
- Revised: 07-01-98
- Revised: 09-09-05 Specialties section added.
- Revised: 11-30-06 Systems Support/Training (SST) specialty re-titled Customer Service – Support/Training (CSST); Events Coordinator (EVTC) specialty re-titled Public Events Permitting (PEVP). Specialties section updated to reflect these changes.  
Class specialty descriptions added for Aquatics, Asian/Pacific Islander Outreach, At-Risk Youth/Teen Outreach, Community Music Center, Computer Lab, Customer Service – Support/Training, Disabled Citizens, Latino Outreach, Multnomah Arts Center, Outdoor Recreation/ Environmental Education, Public Events Permitting, Senior Recreation, and Tennis.
- Revised 1-12-09 Modified Multnomah Arts Center (MAC) to reflect visual arts focus.
- Revised 3-22-12 Removed Latino Specialty
- Revised 12-6-12 Clarified working hours, computer requirements and lead duties over Seasonal staff.
- Revised 3-5-15 Added Multicultural Communities (MCC) specialty and removed Asian/Pacific Islander Outreach (ASIA) specialty.
- Revised 6-15-15 Removed obsolete reference to Pittock Mansion specialty.
- Revised 7-21-16 Updated generalist and specialties. Removed obsolete specialties. Added Fitness Specialty.

- June 2009 - Change Job Class number from 4325 to 30000268 (AQUA), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000269 (ATRK), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000272 (CMC), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000271 (CLAB), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000273 (DIS), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000274 (EVED), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000276 (GEN), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000278 (MAC), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000275 (PEVP), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000280 (SREC), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000281 (CSST), due to system change.
- June 2009 - Change Job Class number from 4325 to 30000282 (TENN), due to system change.

## **30000268 – Aquatics Specialty**

### **Summary:**

Work involves assessing, planning, developing, coordinating, and evaluating a wide variety of aquatic activities and programs.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates a full range of aquatic programs and activities.
2. Identifies and incorporates recreation trends in aquatic recreation and safety into programs and activities.
3. Assists in the preparation and administration of the program budget.
4. Oversees daily operations of facilities used to deliver the programs.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

### **Licenses; Certificates; Special Requirements:**

Current certifications/licenses in Lifeguard Training, Swimming Instruction, First Aid and CPR. Must have the ability to obtain Starguard Lifeguard Training certification, Portland Parks Swim Instructor certification, Certified Pool Operator or Aquatic Facility Operator certification and Water Exercise Instructor certification within three months of hire.

### **Working Conditions:**

Potentially hazardous conditions, e.g., working around chlorine, water, and a hot, humid environment.

## **30000269 –Teen Services Outreach Specialty**

### **Summary:**

Work involves assessing, planning, developing, coordinating, and evaluating a full range of recreational and leisure service activities specifically designed to support the defined needs of teens; attracting diverse and historically underserved populations of teens to city recreation programs in order to promote positive life-skills, empowerment, leadership, development and socialization.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates a full range of recreational and leisure service activities specifically designed to support the defined culturally-specific and developmental needs of differing teen populations, and to promote teen leadership, development and socialization.
2. Provides focused outreach and citywide assistance to all bureau employees engaged in serving teen populations of diverse and historically underserved teens.
3. Develops and maintains relationships with at risk youth/teens and builds relationships with other organizations serving at-risk youth and teens

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Developmental and social needs of a diverse teen population.

#### **Ability to:**

1. Demonstrate how to be a positive role model at all times.
2. Collaborate with a diverse group of partners serving teens.
3. Train and support bureau employees in planning culturally specific programs, and work with bureau employees to make facilities and programs more attractive and welcoming to at-risk youth and teens.
4. Review existing organizational common practices and provide options for improvement of practices and processes to more effectively serve diverse and historically underserved populations.

### **Licenses; Certificates; Special Requirements:**

### **Working Conditions:**

## 30000272 –Music Specialty

### **Summary:**

Work involves planning, developing, evaluating, and supporting the production of a wide range of music classes, private lessons, student concerts, programs and activities; works with various community groups, patrons, and internal & external committees and organizations, including the non-profit partner group Community Music Center, Inc. (CMC Inc.).

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates a full range of recreational and leisure music activities, including music education and appreciation, chorus, orchestra, string ensemble, guitar, violin, piano, and voice.
2. Conducts fundraising activities, tracks donations and other revenue on behalf of partner groups.
3. Coordinates collection and tracking of student evaluations; works with instructors to monitor student progress and negotiate practice agreements when necessary; produces student orientations and parent support programs.
4. Counsels students & parents on music instruction options.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Music program assessment, planning, development, coordination and evaluation applicable to the interests of target population.
2. Music, musical instruments, and musical instruction.
3. Care of musical instruments.

#### **Ability to:**

1. Teach music to a variety of students and teach how to play on one or more instruments.

### **Licenses; Certificates; Special Requirements:**

#### **Working Conditions:**

Physical demands included occasional light lifting and moving of objects such as tables, music stands, and pianos (on rollers) for events and classes.

## **30000281 – Customer Service - Support/Training Specialty**

### **Summary:**

Work involves assessing, planning, developing, coordinating, and evaluating training and support provided to field staff and central services; using and managing the computerized reservation system; providing oversight to front-line customer service staff.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Acts as system administrator for computerized reservation and registration system; assists staff in the use of the system.
2. Trains and evaluates Customer Service Center staff.
3. Develops and designs unit administrative policies and procedures.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Recreation programming and its use in class registration, facility rentals, marketing, and revenue collection and generation.
2. Computerized facility booking and class registration software.
3. Basic database management skills.
4. Techniques, methods and standards of proper customer service.

#### **Ability to:**

1. Operate and train on most commonly-used Windows-based software programs.
2. Relate computer skills and knowledge to daily operation of a recreation program; develop training and training manuals.

### **Licenses; Certificates; Special Requirements:**

### **Working Conditions:**

## **30000273 – Adaptive and Inclusive Resources Specialty**

### **Summary:**

Work involves assessing, planning, developing, coordinating, and evaluating a full range of recreational and leisure service activities specifically designed to support the defined needs of people with disabilities/special needs.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates a full range of recreational and leisure service activities designed to support the defined needs of people with disabilities/special needs, including professional therapeutic recreation; facilitates a smooth transition into general bureau programs.
2. Assesses participants' abilities and develops methods of integration for participants by coordinating with individuals, their families, support staff, instructors and other bureau staff to develop methods for adaptations and accommodations.
3. Develops and maintains relationships with schools, as well as advocacy and service organizations serving people with disabilities/special needs.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Therapeutic recreation program assessment, planning, development, coordination, and evaluation.
2. Different types of disabilities, and adaptations for games, equipment, and activities to accommodate people with different types of disabilities.
3. Legal rights of disabled, e.g. American's with Disabilities Act of 1990, especially Title II.

#### **Ability to:**

1. Develop and implement programs and activities to facilitate a successful inclusion of disabled citizens into general recreation programs, make needed adaptations, and evaluate the success of each participant.
2. Care for and assist a variety of special needs recreation activity participants.

### **Licenses; Certificates; Special Requirements:**

Current First Aid certification.

### **Working Conditions:**

Requires wearing a pager and making calls during non-work hours.

## **30002233 – Multicultural Communities Specialty**

### **Summary:**

Positions in this specialty are responsible for assessing, planning, developing, coordinating, and evaluating a full range of recreational service activities designed to support the culturally-relevant interests and needs of a variety of culturally diverse and traditionally underserved populations, including immigrant and refugee communities.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates a full range of recreational and leisure service activities designed to support the culturally-specific needs and interests of a variety of traditionally underserved populations, including immigrant and refugee communities.
2. Conducts assessments of the recreational needs of ethnically diverse and traditionally underserved communities, while identifying strategies to increase their participation in current Parks programming.
3. Designs, promotes and coordinates culturally relevant programs based on identified needs, while identifying barriers that hinder participation in current programming.
4. Works to maintain, promote and expand on current successful programs such as Portland World Cup, Mobile Playground, and Summer Free For All, to engage and encourage underserved communities to actively participate in these and other programs.
5. Develops and maintains relationships with families and schools, as well as advocacy and service organizations serving Portland's immigrant, refugee and culturally diverse communities.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Recreation program assessment, planning, development, coordination, and evaluation applicable to the interests of a variety of ethnically diverse, and/or traditionally underserved populations, including immigrant and refugee communities.
2. The recreation and enrichment needs of a variety of traditionally underserved populations.

#### **Ability to:**

1. Speak at least one non-English language/dialect fluently and in a culturally sensitive manner, preferably from a culture prominent in the facility's service area.
2. Collaborate with a diverse set of partners, including, but not limited to, local non-profit, faith based and/or educational institutions serving Portland's variety of ethnically diverse, and/or traditionally underserved populations, including immigrant

- and refugee communities.
3. Train and support bureau employees involved in planning culturally-specific programs; work with bureau employees to make facilities and programs more attractive and welcoming to underserved populations.
  4. Review existing organizational common practices and provide options for improvement of practices and processes to more effectively serve diverse and historically underserved populations.
  5. Plan, coordinate and deliver effective outreach strategies to engage culturally diverse, and/or underserved populations, including immigrant/refugee communities and families.

**Licenses; Certificates; Special Requirements:**

**Working Conditions:**

## **30000278 –Arts Specialty**

### **Summary:**

Positions in this specialty are responsible for assessing, planning, developing, coordinating, and evaluating a variety of arts activities. This position may be responsible for the oversight of specially equipped facilities for a wide variety of arts activity areas.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates a full range of arts activities at the Multnomah Arts Center.
2. Sets conditions for use of facility and insures facility use is in compliance with bureau policies.
3. Develops and maintains relationships with schools and other organizations related to arts, and/or community services, in the form of outreach and/or partnerships.
4. Facilitates fundraising activities.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Program assessment, planning, development, coordination, and evaluation applicable to the interests of target population.
2. Principles, practices and techniques used in arts that fit in with the overall needs of diverse communities.
3. Facilities and equipment used in managing a community center specializing in arts.
4. Community Arts Education principles, standards and curriculum models.

#### **Ability to:**

1. Teach a variety of arts and/or provide instruction in different arts media.

### **Licenses; Certificates; Special Requirements:**

### **Working Conditions:**

## **30000275 – Public Events Permitting Specialty**

### **Summary:**

Work involves assisting in booking large special events in parks facilities; applying city, county, and state codes as they relate to activities in the parks; coordinating with other agencies; generating permits; monitoring events; assessing damages; and maintaining accurate records.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Manages use of facilities by coordinating use with the general public, school districts, and other affected organizations; controls access and monitors facility to ensure security and safety; monitors and coordinates custodial services; responds to park event emergencies.
2. Sets permit conditions for public events; explains permit processes and requirements; insures park use is in compliance with city and county codes and policies; resolves permit cancellations; generates permits.
3. Plans, obtains resources for, markets, schedules, and encourages new special events.
4. Builds relationships with organizations interested in sponsoring events in parks.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Program assessment, planning, development, coordination, and evaluation.
2. Permitting large scale events into public spaces.
3. City, county, and state regulations governing public events.
4. City, county, and state regulations governing food and docking concessions.

#### **Ability to:**

1. Act as lead on duty for the Customer Service Center.
2. Process Requests for Proposals for events and concessions.

### **Licenses; Certificates; Special Requirements:**

### **Working Conditions:**

## **30000280 – Senior Recreation Specialty**

### **Summary:**

Work involves assessing, planning, developing, coordinating, and evaluating recreation and leisure service activities specifically designed to support the defined needs of senior citizens; address multi-cultural and inter-generational needs, and the needs of seniors with developmental disabilities.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates a full range of recreational and leisure service activities specifically designed to support the defined needs of senior citizens, which includes addressing multi-cultural, inter-generational needs, and the needs of seniors with developmental disabilities.
2. Plans, manages, and executes recreational activities across multiple facilities and senior centers.
3. Provides focused outreach and citywide assistance to all bureau employees engaged in providing services to senior citizens.
4. Develops and maintains relationships with advocacy and service organizations serving senior citizens.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Senior recreation program assessment, planning, development, coordination, and evaluation.
2. Limitations, issues, and techniques in caring for and assisting senior citizens with developmental and physical disabilities.

#### **Ability to:**

1. Develop and implement programs and activities to facilitate a successful inclusion of disabled senior citizens into general recreation programs, make needed adaptations, and evaluate the success of each participant.
2. Care for and assist a variety of special needs recreation activity participants.

### **Licenses; Certificates; Special Requirements:**

### **Working Conditions:**

## **30000282 – Tennis Specialty**

### **Summary:**

Work involves assessing, planning, developing, coordinating, and evaluating tennis classes, activities and programs in support of the year-round operations of an indoor tennis facility and a large number of outdoor facilities, including financial management, maintenance activities, and program coordination.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates and facilitates a variety of tennis activities, including lessons, tournaments, leagues, and mixers.
2. Assists in the preparation and administration of the program budget.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Tennis program assessment, planning, development, coordination, and evaluation.

#### **Ability to:**

1. Assists in the management of tennis facilities.

### **Licenses; Certificates; Special Requirements:**

Current minimum Pro-2 Level Tennis Instructor Certification from United States Professional Tennis Association (USPTA) or the Professional Tennis Registry (PTR) is preferred.

### **Working Conditions:**

## 30001508 – Urban Park Specialty

### **Summary:**

Work involves assessment, planning, development, marketing, coordination and evaluation of a full range of recreational and leisure service activities and rentals specifically designed to support the defined needs of diverse visitors to an urban park setting. Development and maintenance of potential partnerships and/or sponsorships for ongoing and future rentals, events and programs is another critical element of this responsibility.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work listed in the core classification description; and may perform work listed for the lower level Recreation Leader classification and associated specialty.

1. Plans, obtains resources, markets and coordinates a full range of recreational activities and events specifically designed to support the seasonal and changing needs of daily visitors to the urban park setting.
2. Identifies and incorporates recreation trends in the production of rentals, events, programs, and drop-in activities scheduled within park facilities.
3. Collaborates with and supports bureau employees engaged in producing recreation programs, events and activities to bring new and proven recreation and leisure programs to parks facilities.
4. Solicits and coordinates public and private rentals for designated urban park sites, working directly with event producers and a range of PP&R, other City and external permit-related agency staff.
5. Provides support to Park Operations Staff in the production and management of park events and activities.
6. Develops and maintains relationships with public and private stakeholders, including agencies, organizations, schools, businesses, sponsors, etc.
7. Assists in the preparation and administration of the park events budget.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Permitting small and large scale events into public spaces.
2. City, county and state regulations governing public events and concessions.
3. Recreation programming and its use in class registration, facility rentals, marketing, and revenue collection and generation.
4. Word Office Suite, computerized facility booking, and class registration software.

#### **Ability to:**

1. Assess programs, plan, develop, market, coordinate, lead, and evaluate the production of recreation events, programs, classes, rentals and activities held in an urban park setting.
2. Collaborate with a diverse group of partners, stakeholders, organizations, etc.
3. Create and maintain positive work relationships with community partners, teens, co-

- workers and supervisors.
4. Coordinate and provide support to bureau employees and external event organizers in planning and production of programs, classes, activities, rentals and events for production at designated urban parks.
  5. Process rental applications for public and private rentals.
  6. Act as a liaison between event rental producers, bureau permitting processes, and range of immediate neighbors and downtown stakeholders.
  7. Develop and maintain organizational and filing systems to track rentals and events.

**Licenses; Certificates; Special Requirements:**

**Working Conditions:**

Work will be conducted in an office and outdoors in urban parks in all weather conditions. Physical demands included lifting up to 40 pounds and the moving of objects such as tables, sound systems, signage, and event equipment for programs, events, and rentals.

## **30002410 – Fitness & Membership Specialty**

### **Summary:**

Work involves assessing, planning, developing, coordinating, and evaluating fitness classes, activities and programs in support of the year-round operations of fitness facilities, including maintenance activities and program coordination.

### **Examples of Work:**

Positions assigned to this specialty perform the work listed below in addition to the work described in the core classification description; and may perform work described in the lower level Recreation Leader classification and associated specialty description.

1. Plans and coordinates, executes and evaluates a variety of fitness activities, including fitness classes, personal training, and other fitness programs and activities.
2. Advises patrons on fitness activities options and schedules private instruction.
3. Develops, designs, and evaluates fitness policies and procedures.

### **Knowledge, Skills and Abilities:**

Positions assigned to this specialty must meet the following qualifications in addition to the core Knowledge, Skills and Abilities listed for this classification and for the lower level Recreation Leader classification and associated specialty.

#### **Knowledge of:**

1. Proper routine and annual fitness equipment maintenance.
2. Sales strategies for fitness memberships.
3. Best practices of health and wellness promotion and the fitness industry.
4. Basic mental and physical disabilities and required accommodations.

#### **Ability to:**

1. Recognize and respond to safety and emergency situations.
2. Adapt games, equipment and activities in response to a wide variety of physical and mental disabilities.

### **Licenses; Certificates; Special Requirements:**

Accepted technical certification or degree in exercise, sports science, physical education or other related field and personal trainer certification.

First Aid and CPR certification

### **Working Conditions:**