

RECREATION COORDINATOR II

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

Class Summary:

Recreation Coordinator II is the third class in a series of three represented classes (Recreation Leader, Recreation Coordinator I, Recreation Coordinator II,). Positions of this class are responsible for programming cultural and recreational service activities of a specialized nature in one or more facilities. Work involves program development and implementation; assessing needs; working with various community groups; planning; organizing; and, promotion in a highly specialized program or facility. Positions of this class provide on-site direction of specialized programs and activities at assigned recreation sites. Work is performed under the direction of a higher-level class with considerable latitude for initiative and originality, and is reviewed for quality of activity presented or effectiveness of supervision exercised. Positions in this class may be either generalists or specialists, depending upon assignment.

Recreation Coordinators II are distinguished from Recreation Coordinators I by greater responsibility for program administration including certification of self-sustaining instructors engaged in specialized instruction. Recreation Coordinators II are distinguished from Recreation Supervisors by having fewer management responsibilities in the areas of budget development and preparation, facilities management, and supervision of employees.

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 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 volunteers and assigns, directs the work of volunteer, part-time and contracted staff. Assists supervisor with recruiting and hiring part-time and seasonal employees, reviews their work and brings performance concerns to supervisor's attention.
3. Keeps accurate attendance records and writes administration reports; recommends changes to programs based upon information collected; 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 within approved limits; inspects facility and recommends maintenance and improvement expenditures.
5. Assists in developing and monitoring program budgets.
6. Maintains filing system or computer databases for community demographics, course development, vendor information, consumer files and class information.
7. Develops marketing and publicity strategies and plans; writes and edits brochures, catalogs and other publicity materials for assigned program areas; oversees the distribution of materials. Provides information on Parks and Recreation programs over

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- the phone and in person to customers and potential customers.
8. Provides limited class instruction in specialized areas in the absence of the assigned instructor or to promote a new class.
 9. May assist with community center management functions; assigns and directs the work of Recreation Leaders and Recreation Coordinators.
 10. Assists Recreation Supervisors with determining program staffing, equipment and supply needs; helps with procurement, distribution, care use and maintenance of equipment and supplies.
 11. Assists supervisor and other centralized and site based staff with gathering and reporting program financial, statistical and other data, including demographic data, registration and administrative information; develops and prepares written reports and correspondence.
 12. Serves on various advisory committees and/or represent the City at local, regional, national and professional organizations related to program area
 13. Makes presentations to community organizations and other groups.
 14. Collaborates with other recreation specialists in strategic planning and cooperative development of programs that combine specialty areas.
 15. May serve as Employee in Charge (EiC) in the absence of the supervisor.

Knowledge, Skills and Abilities: (At time of appointment, base KSA's expected of all positions)

1. Thorough knowledge of current literature and trends in a specialized field of recreation programming and education.
2. General knowledge of methods of recruiting, assigning and directing work, motivating, and evaluating performance of permanent, part-time and volunteer staff.
3. Skill in developing, promoting, scheduling and coordinating programs, classes and special events.
4. 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
5. Skill in analyzing specific community recreation needs and to adopt programs to meet those identified needs.
6. Skill in oral and written communication including public speaking.
7. Skill in keeping accurate records including registration, deposits, receipts and community data.
8. Skill in problem solving, organizing workloads and meeting deadlines.
9. Skill in meeting the needs of diverse populations, including cultural, ethnic and language diversity.
10. Ability to create, explain, and apply effective policies and procedures.
11. Ability to m
12. 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.

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, Adaptive and Inclusive, Aquatics, At-Risk Youth/Teen Outreach, Music, Education and Enrichment, Fitness, Multnomah Arts Center, Preschool, Public Events Permitting, Recreation Special Events and Marketing, Senior Recreation, Sports Programming. Positions assigned to the Generalist specialty are defined under the Class Summary and Examples of Work portion of the class specification.

Class History:

- Adopted: 08-19-75 Formerly titled Recreation Instructor II.
- Revised: 08-27-92
- Revised: 06-16-98
- Revised: 09-09-05 Specialty listing/section added.
- Revised: 11-30-06 Events Coordinator (EVTC) specialty re-titled Public Events Permitting (PEVP). Specialties section updated to reflect this change.
Class specialty descriptions added for Aquatics, Community Music Center, Disabled Citizens, Fitness, Multnomah Arts Center, Public Events Permitting, and Senior Recreation.
- Revised: 12-01-06 Assistant Building Director specialty abolished. (Duties covered in Generalist description.)
- Revised: 07-01-08 Added At-Risk Youth/Teen Outreach specialty, deleted Pittock Mansion and Theater specialties.
- June 2009 - Change Job Class number from 4326 to 30000284 (AQUA), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000283 (ABD), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000979 (ATRK), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000285 (CMC), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000286 (DIS), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000288 (FIT), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000289 (GEN), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000290 (MAC), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000287 (PEVP), due to system change.
- June 2009 - Change Job Class number from 4326 to 30000292 (SREC), due to system change.
- Revised: 07-01-09 Added new specialty Outreach Services Coordinator (OSC)
- Revised: 12-6-12 Clarified working hours, computer requirements and lead duties over Seasonal staff.
- Revised: 07-05-13 Added four specialties, Sports, Preschool, Education and Enrichment, and Recreation Special Events and Marketing;
Updated Senior Recreation specialty;
Updated and renamed Disabled Citizen specialty to Adaptive and Inclusive specialty.
- Revised: 11-23-15 Updated Education and Enrichment Specialty
- Revised: 7-21-16 Updated generalist and specialties. Removed obsolete specialties

30000286 – Adaptive and Inclusive Recreation Specialty

Summary:

Leads the development and supports the delivery of Adaptive and Inclusive Recreation activities citywide. Adaptive and Inclusive Recreation specializes in insuring that recreation opportunities are provided for people with disabilities/special needs.

This includes providing inclusion guidance and assistance that allows for all to participate in mainline programs and also developing separate specialized programs as needed. Specialists must understand the likely needs, limitations and challenges for people with disabilities or special needs and how to address those. Work involves planning, development and production support of classes, programs and activities for special needs populations across all Portland Parks and Recreation (PP&R) Community Centers & SUN Community Schools; regularly works with various community groups, patrons, internal and external committees and organizations to assess needs of and develop recreation programs and recreational opportunities for 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 and Coordinator classification and associated specialty descriptions.

1. Plans, coordinates, and executes complex and varied programs for people with disabilities/special needs on a citywide basis, for use in all PP&R facilities, including quality control, safety management, funding and fiscal accountability and legal mandates; adapts and introduces programs to meet community needs
2. Determines how best to include clients with disabilities or special needs in recreation activities; develops and communicates approaches, accommodation ideas and inclusion guidelines.
3. Coordinates with PP&R centralized and site based staff and partnering agencies to implement inclusion programming and specialized AIR programs; supports daily operation and implementation of the Adaptive and Inclusive Recreation program; answers questions about program procedures, guidelines and rules; provides second level of response to client complaints or concerns; may provide centralized ordering of supplies and equipment as appropriate.
4. Initiates, collects, develops and evaluates concepts and recommendations for AIR programming; researches new and innovative AIR-related programs and trends.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Current and potential industry trends, innovations and legal mandates in the field of Recreation.

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2. Methods, techniques, guidelines and standards for developing and managing a full range of Adaptive and Inclusive Recreation programs across multiple facilities, including program trends, development, implementation and assessment of community needs.
3. Established guidelines and techniques in providing Adaptive and Inclusive Recreation programming.
4. Legal rights of people with disabilities under the ADA (Americans with Disabilities Act) and HIPAA (Health Insurance Portability and Accountability Act).

Skill in:

1. Developing and managing programs for a individuals with physical, mental and emotional disabilities/special needs within current industry trends and legal mandates in the field of Adaptive and Inclusive Recreation.
2. Monitoring program expense and revenue goals; tracking and monitoring program performance against expectations; making recommendations for improvements to supervisor.
3. Establishing and maintaining internal and external relationships in the support of Adaptive and Inclusive Recreation programs.

Licenses; Certificates; Special Requirements:

Current First Aid certification.

Certified Therapeutic Recreation Specialist (CTRS) preferred.

Working Conditions:

30000284 – Aquatics Specialty

Summary:

Work involves planning, developing, organizing, and promoting a wide variety of highly specialized aquatics programs; leading the use of multiple facilities; working with various community groups to assess needs for aquatic activities.

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 and Coordinator classifications and associated specialty descriptions.

1. Plans, leads, and executes a complex aquatics program across multiple facilities.
2. Initiates ideas and collects, coordinates, and implements recommendations regarding the citywide aquatics program.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Methods, techniques and standards for leading aquatics programs across multiple facilities including program development and implementation, and assessment of community needs.

Ability to:

1. Lead aquatics programs across multiple facilities including program development and implementation.

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 in a hot, humid environment.

30000979 – At-Risk Youth/Teen Outreach Specialty

Summary:

Work involves planning, organizing, developing, promoting, and evaluating a full range of recreational and leisure service activities specifically designed to support the defined needs of diverse and underserved teens; managing the use of multiple facilities; working with various community groups to assess needs for diverse and underserved teens.

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 and Coordinator classifications and associated specialty description.

1. Plans, manages, and executes a complex diverse and underserved teens program across multiple facilities.
2. Initiates ideas and collects, coordinates, and implements recommendations regarding the citywide Teen Services program.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Methods, techniques and standards for managing diverse and underserved teen programs across multiple facilities including program development and implementation, and assessment of community needs.
2. Best practices and procedures, methods and tools to do outreach to diverse and underserved teens.

Ability to:

1. Manage diverse and underserved teen programs across multiple facilities including program development and implementation.
2. Maintain ActiveNet database for new program/class input.

Licenses; Certificates; Special Requirements:

Working Conditions:

30000285 – Music Specialty

Summary:

Coordinates the development and supports the delivery of music activities at the Community Music Center and citywide. Work involves planning, development, evaluation, and production support of a wide range of music classes, private lessons, programs and activities across Portland Parks and Recreation (PP&R); works with various community groups, patrons, and internal & external committees and organizations, including the non-profit partner group Community Music Center, Inc. (CMC Inc.). Acts as the Assistant Executive Director for 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 and Coordinator classification and associated specialty descriptions.

1. Plans, coordinates, executes, and evaluates music instruction programs at the CMC and other sites.
2. Endorses music instructors, including substitutes, and piano accompanists for placement with students.
3. Produces recitals, concerts, and workshops involving students, guest artists & instructors, and other staff.
4. Coordinates inventory, tracking, rental, placement and distribution of PP&R and non-profit-owned musical instruments and equipment in PP&R.
5. Counsils students & parents on music instruction options; schedules private lessons.
6. 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.
7. Conducts fundraising activities, tracks donations and other revenue on behalf of partner groups.
8. Attends board meetings; assists with planning and execution of partner organization activities.
9. Sets up and leads music portfolio core team meetings.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Methods, techniques, and standards for managing a public/non-profit community music center, including a thorough understanding of the activities that comprise a comprehensive music education program.
2. Facilities and equipment used in music instruction.
3. Music history and terminology.

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Ability to:

1. Produce a student recital.
2. Provide basic care for and tuning of common musical instruments.

Skill in:

1. Communicating educational methods and best practices in music education to customers
2. Assessing music students and instructors
3. Placing students with private instructors in an equitable manner
4. Working with performing artists to develop effective educational programs
5. Leading effective meetings

Licenses; Certificates; Special Requirements:

Current First Aid certification.

Working Conditions:

Physical demands included light lifting and moving of objects such as tables, music stands, and pianos (on rollers) and other instruments.

Summary:

Leads the development and supports the delivery of citywide enrichment recreation programs and preschool education, including at SUN Community Schools and Portland Parks & Recreation (PP&R) Community Centers. Enrichment refers to classes, camps, programs and activities that have learning elements in the design. The learning element must be aligned with age appropriate guidelines and/or best practices. Educational Preschool refers to the bureau's programs that are designed for preschool-aged children and incorporate benchmark achievements in the curriculum based on the needs, interests, physical capacity and developmental growth of participants. Work involves planning, development and production of a variety of enrichment and educational preschool activities specifically designed to encourage academic support and/or skill development. Incumbent collaborates with internal and external stakeholders to assess needs and provide support and direction for enrichment and educational preschool 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 and Coordinator classification and associated specialty descriptions.

1. Plans, coordinates, executes, and evaluates complex and varied enrichment and educational preschool programs on a citywide basis, for use in all PP&R facilities including quality control, safety management, funding and fiscal accountability; adapts and introduces programs to meet community needs.
2. Initiates, collects, evaluates and develops concepts and recommendations for enrichment and educational preschool programming; researches new and innovative programs and trends.
3. Provides centralized development, guidelines and support for educational preschools, insures certifications are in order, remains current on and communicates county, state, and Federal guidelines and monitors compliance.
4. Coordinates with PP&R centralized and site based staff and partnering agencies in the implementation of enrichment and educational preschool programming for multiple facilities and programs; advises facilities on use of classes, camps and programs.
5. Supports daily operation and implementation of enrichment and preschool programs; answers questions about program procedures, guidelines and rules; provides second level of response to client complaints or concerns; may provide centralized ordering of supplies and equipment as appropriate.

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 and Coordinator classifications and associated specialty.

Knowledge of:

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1. Current and potential industry trends and innovations in the field of enrichment and educational preschool programming including techniques and principles for implementing and assessing educational programs and recreation enrichment.
2. Methods, techniques, guidelines and standards for developing and managing a full range of enrichment and educational preschool programs across multiple facilities, including program trends, development, implementation, and assessment of community needs.
3. Established guidelines and techniques in providing enrichment and educational preschool programming.
4. State, county and Federal codes, regulations and certifications regarding preschools and programs for preschool-aged children

Licenses; Certificates; Special Requirements:

Current First Aid certification.

Working Conditions:

30000288 – Fitness Specialty**Summary:**

Work involves planning, developing, organizing, and promoting a broad variety of highly specialized fitness activities and programs; managing use of diverse fitness facilities; working with various community groups to assess needs for fitness 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 listed for the lower level Recreation Leader and Coordinator classification and associated specialty descriptions.

1. Plans, manages, and executes a complex fitness program across multiple facilities.
2. Oversees daily operations of fitness facilities and equipment.
3. Provides recommendations regarding, and coordinates the implementation of, fitness industry trends and standards.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Methods, techniques, and standards for safely and effectively managing fitness programs and equipment across multiple facilities, including program development and implementation, and assessment of individual and community needs.
2. Standard practices used in organizing, promoting, and managing fitness events and programs for diverse communities and facilities.
3. Current and potential future fitness industry trends and innovations.

Ability to:

1. Manage diverse fitness programs across multiple facilities, including program development and implementation.
2. Analyze specific individual and community recreation needs and adopt fitness programs to meet those identified needs.

Licenses; Certificates; Special Requirements:

Current Group Exercise Certification from at least one of the following three Internationally recognized Fitness Organizations, including: The American College of Sports Medicine (**ACSM**); American Council on Exercise (**ACE**); or National Strength and Conditioning Association (**NSCA**).

Current Personal Trainer Certification from at least one of the following three Internationally recognized Fitness Organizations, including: The American College of Sports Medicine (**ACSM**); American Council on Exercise (**ACE**); or National Strength and Conditioning

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Association (NSCA)

Multiple

Working Conditions:

30000290 – Arts Specialty

Leads the development and supports the delivery of visual and performing arts activities citywide. Focus is on visual and performing arts classes, camps and experiential opportunities for all age groups and across all Portland Parks and Recreation (PP&R) Community Centers and SUN Community Schools. Specialists must understand the needs and limitations for various age and skill levels, such as appropriate size and types of equipment and supplies, requirements of specialized studios, numbers of participants, length of classes or camps, etc., across a wide variety of arts programming. Work involves planning, development and production support of classes, programs, camps and activities across all PP&R sites; regularly works with internal and external stakeholders to assess needs and provide support and direction for visual and performing 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 and Coordinator classification and associated specialty descriptions.

1. Plans, manages, and executes complex and varied visual and performing arts programs on a citywide basis, for use in all PP&R facilities including quality control, consistent programming, funding and fiscal accountability and adapting and introducing programs to meet community need.
2. Initiates, collects, evaluates and develops concepts and recommendations for visual and performing arts programming; researches new and innovative programs and trends.
3. Coordinates with PP&R centralized and site based staff in the implementation of visual and performing arts activities for multiple facilities and programs; advises facilities on appropriate use of classes, camps and programs; supports daily operation and implementation of visual and performing arts activities; answers questions about program procedures, guidelines and rules; provides second level of response to client complaints or concerns; may provide centralized ordering of supplies and equipment as appropriate.
4. Collaborates with other recreation specialists in strategic planning and cooperative development of programs that combine specialty areas, such as Teen, Preschool or Senior Specialties, etc.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Current and potential industry trends and innovations in the field of visual and performing arts programming, including age-appropriate instruction, teacher training and development, sequential community arts education, and fostering parental involvement.
2. Methods, techniques and standards for developing and managing a full range of visual and performing arts programs including: program trends, development and

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implementation and assessment of community needs.

3. Established guidelines and techniques in providing visual and performing arts programming.

Licenses; Certificates; Special Requirements:

Current First Aid certification.

Working Conditions:

30002035 – Preschool Specialty**Summary:**

Leads the development and supports the delivery of preschools and recreation activities for preschool-aged children across Portland Parks and Recreation (PP&R) Community Centers and SUN Community schools; oversees the city-wide PP&R preschool program, coordinating with sites, insuring that common components are included and consistent, and supporting themed preschools; understands the legal, operational and education requirements for preschools. Develops and implements recreation opportunities for preschool-aged children; understands and provides support and direction regarding the needs, interests, limitations and challenges for preschool recreation programs, including physical capacity, length and frequency of activities, and preschool recreation trends; work involves planning, development, and production support of classes, programs and activities for preschool populations. Regularly works with various community groups, patrons, internal and external committees and organizations to assess needs and develop preschools and age appropriate recreation programs for preschool aged children.

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 and Coordinator classification and associated specialty descriptions.

1. Provides centralized development, guidelines and support for preschools; insures certifications are in order; remains current on and communicates county, state and Federal guidelines and monitors compliance; provides guidance and operational support to on-site teachers; provides and supports in-service collaboration and training for preschool teachers; assists as needed with planning of special events and field trips; consults on class control, youth development, ADA and other issues. Insures consistency in documentation needed for preschool program support; maintains ongoing records and data relating to preschool requirements, youth needs and other participant/family considerations.
2. Plans, manages, executes and supports complex and varied recreation programs, classes, camps and activities for preschool-aged children on a citywide basis, for use in all PP&R facilities, including quality control, safety management and funding and fiscal accountability; adapts and introduces programs to meet community needs.
3. Initiates, collects, develops and evaluates concepts and recommendations for preschools and preschool recreation programming; researches new and innovative programs and trends.
4. Coordinates with PP&R centralized and site based staff in the development of marketing and publicity strategies and plans focusing on preschool and recreation options for preschool aged youth; writes and edits brochures, catalogs and other publicity materials; oversees the distribution of materials.
5. Coordinates with PP&R centralized and site based staff in the implementation of preschool recreation programming for all facilities; advises facilities on use of classes and programs; provides guidance and expertise to other specialists as they develop programs for preschool aged children.
6. Supports daily operation and implementation of preschools and preschool-aged recreation

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programs; answers questions about program procedures, guidelines and rules; provides second level of response to client complaints or concerns; may provide centralized ordering of supplies and equipment as appropriate.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Current trends, techniques and principles for implementing and assessing early childhood curriculum and educational programs and activities
2. Trends and innovations in the field of recreation for preschool aged children
3. Methods, techniques, guidelines and standards for managing preschools across multiple facilities
4. Methods, techniques, guidelines and standards for managing preschool recreation, including program development and implementation, program trends and assessment of community needs.
5. State, county and Federal codes, regulations and certifications regarding preschools and programs for preschool-aged children

Ability to:

1. Develop and manage programs for a diverse population, including those with physical limitations, cultural, ethnic and language diversity, etc.

Licenses; Certificates; Special Requirements:

Current First Aid certification

Working Conditions:

30000287 – Public Events Permitting Specialty

Summary:

Work involves acting as liaison between large special events and the bureau; booking and registering events in park facilities; applying city, county, and state code as it relates to activities in the parks; coordinating with other agencies; generating permits; monitoring events; assessing damages; maintaining accurate records; assisting the Customer Service Center supervisor with management of the center.

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 and Coordinator classification and associated specialty description.

1. Schedules and executes permits for high visibility public events; works directly with event producers to determine the impact of events on the park.
2. Executes sponsorship proposals; manages park concession permitting, including food and docking.
3. Assists in training, coaching, and mentoring Customer Service Center employees
4. Provides supporting budget information to supervisor for revenue/expenditure estimates.
5. Assigns and directs the work of Recreation Leaders and Coordinators.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Permitting large scale public events within public spaces,
2. City, county, and state regulations governing public events.
3. City, county, and state regulations governing food and docking concessions.

Ability to:

1. Process Requests for Proposals for events and concessions.

Licenses; Certificates; Special Requirements:

Working Conditions:

30002036 – Recreation Special Events and Marketing (RSM)**Summary:**

Plans, organizes, develops and supports a wide variety of recreation special events in Portland Parks and Recreation (PP&R) Community Centers and SUN Community Schools; provides effective recreation marketing templates, approaches, advice, analysis and guidance to PP&R sites and provides centralized marketing for Community Centers and SUN Community Schools and support as appropriate. Requires an understanding of recreation goals and approaches, plus expertise regarding how to effectively explain and promote recreation activities, programs and events. Plans, develops, organizes and promotes; recreation special events and assists others to develop them; helps site staff develop and implement annual recreation marketing plans and quarterly brochures; promotes and markets recreation programs and classes to a culturally diverse audience; collaborates with the Bureau Public Information Officer and Community Outreach Team on media notices, marketing efforts and press releases; works with internal and external stakeholders to identify and support recreation marketing and branding efforts.

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 and Coordinator classification and associated specialty descriptions.

1. Plans, manages, and provides support and coordination in the execution of recreational special event programming such as Fitness Challenges, Halloween Carnivals, etc.; plans and coordinates timing, marketing, and promotion of events across PP&R and at individual sites; creates and recommends media strategies to promote recreation events, including social networking tools and other marketing trends; may provide centralized event support such as supply ordering, outlining of activities or additional staffing.
2. Initiates, collects, evaluates and develops concepts and recommendations for recreational special event programming..
3. Contributes to the development and production of quarterly recreation brochures; develops templates, incorporating internal and external advertising, special event notices, articles of interest, bureau logo and publication guidelines and other items; assists Community Center staff with customizing brochures, loading class information and making other changes; may help coordinate production/printing and distribution of brochures.
4. Develops and recommends recreation messaging approaches and content; collaborates with Recreation Supervisor's, Recreation management and other PP&R staff to develop messaging which explains or generates greater interest in recreation; creates or pulls together content; recommends communication methods.
5. Helps develop, implement and evaluate annual recreation marketing plans, which include calendar of events and timing for pre-event marketing and promotion; assists sites with effective use of marketing tools and ongoing review of relevant factors, such as current event registration, prior event statistics, etc.
6. Develops and recommends marketing tools for facilities use, including social, print and electronic media; performs centralized marketing for PP&R recreation overall, as appropriate; maintains awareness of site approaches and leverages ideas to other sites or

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citywide PP&R recreation marketing efforts.

7. Performs periodic recreation market analysis, identifies and targets new and existing services, and updates Recreation Supervisors regarding opportunities and market changes/conditions.
8. Works collaboratively with the Community Relations Department and recreation staff to learn best practices, share knowledge of events, trending topics and publication materials, and receive assistance with critical recreation marketing projects.
9. Works to increase participant attendance and generate additional revenue by developing and implementing strategic recreation communications and marketing practices which may include target audiences and outreach to underserved 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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Methods, techniques, and standards for safely and effectively coordinating, managing and supporting a full range of recreation special events.
2. Current and developing industry trends, tools and innovations in the fields of recreation special events and marketing. Marketing.
3. Administration and coordination of a comprehensive and strategic recreation communications and marketing program.
4. Best practice management of city and bureau-approved applications and media platforms for optimization of web based content and social media marketing.
5. Development of marketing communications materials for projects as needed, including but not limited to posters, invitations, newsletters, banners, signage, and local advertising.

Ability to:

1. Develop and manage diverse recreation special events programs across multiple facilities.
2. Create, explain and apply effective procedures related to the production of recreation special events and recreation marketing.
3. Develop realistic recreation marketing strategies, objectives, targets and measures taking into consideration the diverse populations of Portland, target markets and revenue goals at PP&R sites and programs.
4. Successfully utilize online community and social media sources to promote activities, increase community support and share information.
5. Create, edit, manipulate and utilize current and innovative applications in managing photography, photo editing, document development, and web based content.

Licenses; Certificates; Special Requirements:

Current First Aid certification.

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Working Conditions:

30000292 – Senior Recreation Specialty**Summary:**

Leads the development and supports the delivery of Senior Recreation services citywide. Senior recreation specializes in providing recreation opportunities for adults aged 60 and better. Specialists must understand the likely needs, interests, limitations, and challenges for seniors, including changing physical capacity, common illnesses and challenges, optimal timing and frequency of activities to promote health and minimize potential harm, usual interests and senior recreation trends. Examples could be utilizing recumbent bikes to address balance issues or considering walking distances, surfaces, and stairs when planning senior trips or activities; work involves planning, development, and production support of classes, programs and activities for senior populations across Portland Parks and Recreation (PP&R) Community Centers and SUN Community schools and partner sites; regularly works with various community groups, patrons, internal and external committees and organizations to assess needs of and develop recreation programs for senior citizens.

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 and Coordinator classification and associated specialty descriptions.

1. Plans, manages, and executes complex and varied programs for senior citizens on a citywide basis, for use in all PP&R facilities, including quality control, safety management and funding and fiscal accountability; adapts and introduces programs to meet community needs.
2. Initiates, collects, develops and evaluates concepts and recommendations for senior recreation programming; researches new and innovative senior-related recreation programs and trends.
3. Coordinates with PP&R centralized and site based staff in the implementation of senior recreation programming for all facilities; advises facilities on use of classes and programs.
4. Collaborates with Senior Center Project coordinator in providing integrated social and recreational opportunities for seniors with developmental disabilities; assists with developing partner relationships and opportunities.
5. Supports daily operation and implementation of senior recreation programs; answers questions about program procedures, guidelines and rules; provides second level of response to client complaints or concerns; may provide centralized ordering of supplies and equipment as appropriate.

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 and Coordinator classifications and associated specialty.

Knowledge of:

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1. Trends and innovations in the field of senior recreation
2. Methods, techniques, guidelines and standards for managing senior recreation programs across multiple facilities, including program development and implementation, program trends and assessment of community needs.

Skill in:

1. Developing and coordinating programs for a diverse senior population, including those with physical limitations, cultural, ethnic and language diversity, etc.

Licenses; Certificates; Special Requirements:

Current First Aid certification

Working Conditions:

30002033 – Sports Programming Specialty**Summary:**

Leads the development and supports the delivery of recreational sports activities citywide. Focus is on sports classes, camps and recreational opportunities for all age groups across all Portland Parks and Recreation (PP&R) Community Centers and SUN Community Schools. Must understand the needs and limitations for various ages groups, such as age appropriate development, equipment, rules and safety across a wide variety of sports activities. Work involves planning, development and production support of classes, programs, camps and activities across all PP&R sites; regularly works with internal and external stakeholders to assess needs and provide support and direction for sports programs. This work differs from the Sports Management group which is focused on team sports, leagues, coordination with schools and sports working groups, and maintenance of fields.

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 and Coordinator classification and associated specialty descriptions.

1. Plans, manages, and executes complex and varied recreational sports programs on a citywide basis, for use in all PP&R Community Centers and SUN Community Schools including quality control, safety management, funding and fiscal accountability; adapts and introduces programs to meet community needs.
2. Initiates, collects, evaluates and develops concepts and recommendations for sports programming; researches new and innovative programs and trends.
3. Coordinates with PP&R centralized and site based staff in the implementation of sports activities for multiple facilities and programs; advises facilities on appropriate use of classes, camps and programs; supports daily operation and implementation of sports activities; answers questions about program procedures, guidelines and rules; provides second level of response to client complaints or concerns; may provide centralized ordering of supplies and equipment as appropriate.

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 and Coordinator classifications and associated specialty.

Knowledge of:

1. Current and potential industry trends and innovations in the field of recreational sports programming, including age-appropriate rules, coaching, safety and issues related to parental involvement.
2. Methods, techniques and standards for developing and managing a full range of recreational sports programs including: program trends, development and implementation and assessment of community needs.
3. Established guidelines and techniques in providing recreational sports programming.

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Ability to:

1. Develop and manage programs across multiple facilities for a diverse population, including those with physical limitations, cultural, ethnic and language diversity, etc.

Licenses; Certificates; Special Requirements:

Current First Aid certification.

Working Conditions: