



ONTARIO RECREATION DISTRICT

745 SW 3rd. Ave. Ontario, OR 97914 - (541) 889-7686 - andrew@ontariorecdistrict.com

POSITION: Recreation Support Staff – Temp/Part Time & Full Time Available

Position Summary

Plan, direct, manage and oversee the activities and operations assigned by the Program Director of the Recreation Programs, under the auspices of the Ontario Recreation District including: manage and promote usage of Recreation facilities, staff, security, technical crews and maintenance; coordinate assigned activities with other divisions, departments and outside agencies and provide highly responsible support to the Program Director and to the Executive Director. This position also plans, organizes and conducts educational and recreational programs for participants of all age groups. This position does have minor supervisory responsibilities. This position will report directly to the Program Director.

**Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.*

Essential Functions

- Assists supervisor in reviewing and preparing recommendations for new recreation programs and assists in the implementation of approved programs.
- Coordinates and develops after school programs, seasonal camps, special events and athletic programs.
- Evaluates programs and events for effectiveness and participation levels, assist in the development of new programs, and recommends program changes; tracks services provided, monitors results and generate operational/program reports as needed.
- Assists in the preparation of marketing material such as brochures and fliers.
- Maintains supplies and equipment.
- Conducts periodic inventory of program supplies and equipment.
- Serves as a liaison to community, educational, civic groups and social service agencies by attending meetings, coordinating collaborative events and activities to promote programs and allow for cooperative efforts.
- Assists in organizing sports teams, leagues, and tournaments and coaches' various sports teams to ensure that sporting events operate efficiently and according to the current department athletic initiatives.
- Recruits and trains volunteers to serve in the capacity of league officials, coaches and scorekeeping.
- Performs administrative duties including compiling reports to ensure proper accountability of activities.

Preferred Qualifications

Entry Level position: two months to one year of related experience/training; or an equivalent combination of education and experience. Will provide on the job training and skill development.

Knowledge, Skills & Abilities

- Various sports and recreational activities.
- Ability to organize and implement a diverse and creative recreation program.
- Ability to work with a multi-cultural community with participants of all age groups.
- Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, contracted instructors, government agencies, other employees and the general public.
- Effective verbal and written communication.
- Safety rules and precautions/occupational hazards.
- Experience working with diverse populations.
- Must be able to identify and resolve problems in a timely manner.
- Must be able to gather and analyze information for interpretation and resolution.
- Ability to make good sound professional judgment decisions and act accordingly.

Work Environment and Physical Requirements:

- Exposed to all weather conditions when conducting outdoor activities.
- Subject to minor injuries when conducting and participating in outdoor sports activities.
- Required to perform moderate physical work and lift/carry up to 50lbs.
- May require long periods of standing, walking, bending, twisting, reaching, squatting, carrying, dragging, holding, pulling, pushing and lifting when setting up and conducting recreation program or sports activities.
- Occasional exposure to hostile program participants.