



Shore Aquatic and Community Center Recreation Coordinator: Youth Programs

Preferred start date of August 15th, 2022

NATURE OF WORK: This position is with the William Shore Memorial Pool District/Shore Aquatic and Community Center. Under the direction of the Manager and Member Services Coordinator, this position is responsible for providing a safe and developmentally appropriate year-round grade school and preschool program in accordance with all policies and procedures. They will also provide onsite/in person instruction, including planning and leading of games, small group projects and innovative activities. This position will be responsible for the supervision of a program supervisor, after school leaders and van driver. At other times, the position may assist with the development, coordination, and implementation of general recreation programs for the community.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Recreation Coordinator-Youth Programs position. This list is not all-inclusive and additional duties may be assigned as needed.

- Develops, plans, schedules, coordinates, and implements the childcare and education programs including preschool, after-school, and day camp programs.
- Ensures that program spaces are being properly maintained for operations.
- Recruits, interviews, and recommends part-time staff, seasonal staff, and volunteers for programs.
- Follows ACA summer camp guidelines for day camp programs.
- Trains, supervises, and evaluates employees and volunteers.
- Supervises record-keeping activities of preschool and grade school staff.
- Provides ongoing mentoring and coaching to staff through spending time in classrooms to introduce and support new ideas, strategies, etc.
- Establishes and maintains a relationship of mutual trust and good communication with program participants, their families, community, and schools.
- Answers questions from parents and customer phone calls, emails, questions, comments, and concerns in a timely manner.
- Prepares monthly school flyer with content from all coordinators and distributes to schools.
- Assists with developing, executing, implementing, and adhering to annual budget, strategic and operational plan for the department.
- Develops, prepares, monitors, and evaluates program offerings including scheduling program sites, establishing program descriptions and monitoring program progress.
- Prepares specifications for new equipment and material and to recommend items for purchase.
- Attends trainings and conferences to enhance personal development and gain knowledge of new childcare initiatives.
- Establishes and implements strategies for classroom management and an inclusive learning environment for all participants and their families.

- Ensures that all employees and volunteers under his/her direction are practicing excellent customer service, and that all policies and procedures are properly implemented
- Performs other duties as assigned.

SUPERVISION:

- Reports to Member Services Coordinator
- Supervises 1 or 2 Assistant Coordinators and other program staff for operations of summer day camp, after school program, pre-school program and youth-focused special events.

WORKING CONDITIONS & PHYSICAL DEMANDS:

- The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 50 pounds.
- Must be able to swim and be willing to swim during free swim with programs when needed.
- The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The employee is subject to inside environmental conditions, protection from weather conditions, but not necessarily from indoor temperature changes.

MINIMUM REQUIREMENTS:

- Must possess a bachelor's degree in Education, Recreation, Outdoor Recreation or Sociology, or a substantially similar area from an accredited college or university.
- Must possess three (3) or more years of progressively responsible experience working directly with children in a childcare setting: summer camp, after school program, Montessori program, school district etc., and must possess one (1) or more years of work experience in a supervisory capacity.
- Must be able to obtain or hold a valid driver's Washington state driving license and a safe driving record.
- Ability to prepare work assignments, research issues, summaries, letters and memorandum, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to give verbal direction to subordinates, communicate effectively with co-workers and supervisors, and to speak extemporaneously on a variety of subjects.
- Ability to use a variety of computer software applications related to the work, including general word processing and spreadsheets.
- Ability to work flexible hours.
- Work a varied schedule depending on programming and staffing needs; this includes early mornings, late nights, and weekends.

Benefits

- 40 hours week hourly rate range between \$22.50-\$24.00 starting.
- This is a Full-Time, Benefitted position with medical, dental, and vision, plus a Short Term and Long-Term Disability Plan for the employee.
- Full Time employees earn PTO to be used for vacation or sick time as needed.
- Full Time employees receive 9 Paid holidays plus 3 flex days to use as needed.
- All employees receive free family membership to everyone in their household for the Shore Aquatic and Community Center
- Staff are eligible for free or reduced program costs, depending on the program

Port Angeles is a great place to live and play with its direct access to mountains, rainforest and ocean just steps away from anyone's back door. Home to the Olympic National Park and Ferry access to Victoria B.C., Port Angeles has a small-town vibe with big city attractions just a ferry ride away. With the current housing market and rental property in demand, the William Shore Memorial Pool District has secured short-term housing, paid for by the employee until the employee is able to find more permanent housing suitable to their needs.

Candidates will be subject to qualifying pre-employment processes, employment verification, reference check, criminal background check and national sex offender registry check.

To apply for this position, please find an online application at <https://www.sacpa.org/district-employment> fill out an employee application and submit a resume with cover letter. These documents can be submitted to jessica@sacpa.org or mailed to Shore Aquatic and Community Center, 225 E. 5th St. Port Angeles, WA 98362, Attn: Jessica Compton, Manager.

First review of applicants will begin July 18th, and further reviews, if necessary, until the correct candidate is selected.

Questions about this position can be directed to Jessica@sacpa.org by email only please.

Shore Aquatic and Community Center 225 E. 5th St. Port Angeles, WA 98362

WWW.SACPA.ORG

(360) 775-2119