

Recreation Coordinator/Supervisor Position Description

Position Information		
Min/Max Hours per week: 40	Conditions for Overtime: Only in emergencies	Seasonal/Cyclic: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>		Pay Range:
Incumbent's Name (If filled position):	Address Where Position Is Located: Birch Bay Village Rec Center	
Department: Recreation Center	Supervisor's Name and Title: Jen Callaghan, General manager	
Position Objective		
Purpose of the position and how it supports the BBVCCs mission		
<p>The Birch Bay Village goal is to have a dynamic, fun, laid back recreational community in which all members of the community feel welcome and enjoy the quality of life offered here. One of the ways in which we accomplish this is through managing a variety of amenities. The role of the recreation coordinator/supervisor is to provide access, scheduling, facilities and staffing for a broad range of social and recreation programs and services to fulfill the lifestyle needs of Birch Bay Village members and guests. The primary goal is to promote an exceptional member experience by providing excellent services and programs.</p> <p>This position focuses on usage of the recreation facilities while other deal with maintenance. Within the usage category:</p> <ul style="list-style-type: none"> • Recreation Center (snack bar, interior of building) • Golf Course • Sport Courts (tennis, pickleball, basketball) • Offleash Area • Clubhouse • Pool • Playgrounds • Parks 		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks, and underline the essential functions.		
<p>Include the following. Other duties may be assigned.</p> <p>Directs and coordinates recreation activities, social events, and snack bar services by performing the following duties personally or through subordinate attendants.</p> <p>The position requires the individual to meet multiple demands from multiple parties and interact with the public and other staff.</p> <p>RECREATION:</p> <ul style="list-style-type: none"> • Studies and analyzes recreational needs and resources. • Develops short and long range goals and objectives. • Designs, schedules, and markets recreation activities (leagues, lessons, camps, events) • Oversees operation (staffing) of swimming pools and recreation center. • Controls, monitors and orders inventory and supplies. • Manages all aspects of the usage of amenities per established policies. 		

EVENTS:

- Schedules all rentals of facility. Meets with member renting facility to coordinate function requirements.
- Develops and promotes marketing for rental of facilities and community events
- Assists with all events, including setup, supplies, ordering food and beverages, and preparing financial statement.

SNACK BAR:

- Oversees daily operations of snack bar including menu development.
- Maintains Food Protection Managers License.
- Responsible for overseeing all State and County Licenses are current.
- Responsible for quality control of items prepared by attendants (training, oversight, etc)
- Controls, monitors and orders inventory and supplies. Responsible for maintaining cost of goods at or below 40%.

ADMINISTRATIVE:

- Creates content for all recreation (non-club) related activities and events for inclusion in monthly bulletin
- Maintains website calendar
- Maintains internal facility calendar & fob access system
- Facilitates the distribution of non-marina related keys, decals, fobs, etc
- Provides exceptional customer service and public relations for the Association.
- Is an advocate of and a role model for the association's policies playing a key role in driving compliance with existing rules and regulations (striving to explain the value of the policies).

SUPERVISORY RESPONSIBILITIES:

Hires and supervises independent contractor professional service providers, golf/snack bar attendants, and pool attendants. Develop, train, and approve all work schedules for staff within budgetary parameters.

Lead Work/Supervisory Responsibilities

Lead Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> Assigns Work	<input checked="" type="checkbox"/> Instructs Work	<input checked="" type="checkbox"/> Checks Others' Work
Supervisory Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> Plans work	<input checked="" type="checkbox"/> Evaluates Performance	<input checked="" type="checkbox"/> *Takes Corrective Action
	<input checked="" type="checkbox"/> *Hires	<input checked="" type="checkbox"/> *Terminates	

(*Has the authority to effectively recommend these actions.)

Working Relationships

Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms.](#)

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:

Hires and supervises independent contractor professional service providers, golf/snack bar attendants, and pool attendants. Develop, train, and approve all work schedules for staff within budgetary parameters.

Working Conditions

Work Setting, including hazards:	Outdoors, Use of chemicals.
Schedule (i.e., hours and days):	Flexible, but expected to cover 5 shifts per week. Seasonal.
Travel Requirements:	None
Tools and Equipment:	Provided

Customer Interactions:	Daily
Other:	Benefits include PTO, Sick Time, 2% IRA Contribution
Qualifications	
List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).	
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily & represent Birch Bay Village as a lead employee. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.	
KNOWLEDGE, SKILLS AND ABILITY: Excellent communication skills, including listening, verbal and written skills. Strong organizational skills.	
EDUCATION and/or EXPERIENCE – Bachelor’s Degree preferred. Must demonstrate skills and knowledge of resort operations, including activities, social, entertainment and recreation programs.	
Preferred/Desired Core Competencies: Forward thinking * Community Focused * Mission oriented * Values others/teamwork * Adaptable * Communicative	
Special Requirements/Conditions of Employment	
List special requirements or conditions of employment beyond the qualifications above.	
Food Protection Managers License, MAST Permit	
In-Training Plan, If Applicable	
Acknowledgement of Position Description	
The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.	
Date:	General Manager Signature (required):
As the incumbent in this position, I have received a copy of this position description.	
Date:	Employee’s Signature:

