



6030 NE William R. Carr Ave
Adair Village, OR 97330
Voice – 541 745-5507
Fax – 541 745-5530

Summer Recreation Coordinator Assistant

GENERAL STATEMENT OF DUTIES: Implement and oversee the Summer Youth Program for Adair Village. Provide daily hot meal program and twice weekly activities programs. Organize, implement, and promote overall program with support from the City Administrator. Manage the work of staff and volunteers. These tasks are illustrative only and may include other related duties.

SUPERVISION RECEIVED: Directly supervised in all functions by Recreation Coordinator.

SUPERVISION EXERCISED: Will supervise all interns and volunteers working in the recreation program.

TYPICAL EXAMPLES OF WORK: An employee in this classification may perform some or all of the following essential functions depending on assigned area. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Plan, organize, and implement recreation programs as directed by the Recreation Coordinator.
2. Coordinate the daily work of casual staff, teen interns, and volunteers.
3. Ensure appropriate record keeping in accordance with City and School District Requirements.
4. Track and keep inventory of equipment and supplies, and report to Recreation Coordinator when new items need to be ordered.
5. Respond to participant complaints and conflicts. Keep accurate reports of complaints and conflicts and report them to the Recreation Coordinator.

**KNOWLEDGE, SKILLS, AND ABILITIES-
DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

Excellent oral and written communication skills. Ability to use a computer to perform the essential functions of the position.

Must be **dedicated** and **enthusiastic** with the ability and interest to plan, organize activities, and work with youth ages 4 - 18 (some positions may require working with children with special needs).

Ability to work, plan, and implement programs independently.

Strong interpersonal skills, including the ability to resolve issues, and coordinate the work of others.

Ability to make decisions in difficult situations, sometimes under pressure.

Establish and maintain positive work relationships with coworkers and the public.

The ability to maintain a safe environment and handle injuries as necessary.

The ability to recruit volunteers to assist with the program.

EXPERIENCE AND TRAINING: Associate degree, or two years of course work, in recreation, child development, or other pertinent area of study. First Aid/CPR and Food Handler's certification, or ability to complete certification. Ability to pass a background check and/or criminal history check. Ability to lift 20 pounds, sufficient mobility to attend meetings and events at a variety of City locations. Valid Oregon driver's license and driving record that meets the standards set by the State of Oregon and Adair Village.

STARTING PAY: \$10.25 per hour, 15-20 hours per week.

START DATE: June 12, 2017

APPLICATION PROCESS: Closing date is May 15th. Please return a complete application, resume, and cover letter to:

City of Adair Village
6030 NE William R Carr Ave
Adair Village, OR 97330

OR to

Brittany.kennedy@adairvillage.org