

CITY OF LEAVENWORTH
ON BEHALF OF
THE PARKS & RECREATION SERVICE AREA DISTRICT
ANNOUNCES RECRUITMENT FOR
PARKS & RECREATION SERVICE AREA COMMUNITY RECREATION COORDINATOR

- **Hourly Pay: \$25.00-\$35.00 depending on experience.**
- **20 hours per week**
- **18 month term with potential for long term or full time employment**
- **Non-Exempt Position**

THIS POSITION REQUIRES WEEKEND WORK. APPLICANTS SHOULD SEND A COVER LETTER, HOURLY RATE, AND RESUME TO ACORTEZ@CITYOFLEAVENWORTH.COM – SUBJECT: PRSA JOB

OPEN UNTIL FILLED. FIRST REVIEW OF APPLICATIONS: 2/5/2020

Summary:

The primary objective of the Community Recreation Coordinator is to help establish a strategy for the future continuation of the PRSA. The position is expected to review, research, and understand existing recreation facilities, clubs, and plans for the Upper Valley and engage the community in a visioning process. The Coordinator position is expected to thoroughly engage the Upper Valley Community and work with the Board to prepare for a new PRSA tax levy in the Spring of 2022.

The Upper Valley Parks and Recreation Service Area (PRSA) was created in 1997 by will of the voters and ratified by an interlocal agreement with Chelan County. The PRSA is a quasi-municipal taxing district that was formed to fund the construction of a community pool.

Pursuant to the Interlocal agreement, the PRSA is governed by representatives from Leavenworth City Council, Chelan County Board of Commissioners, Cascade School District Board liaison, and Chumstick and Peshastin communities. The PRSA budget is a combination of property taxes collected from residents living within the PRSA boundary and user fees. The current PRSA boundaries extend north approximately 10 miles up Chumstick Highway, south on Icicle and East Leavenworth Roads, and east into Peshastin.

Scope of Responsibilities

Under the direction of the City Administrator, and with administrative support, this leadership position serves as liaison between the City, the PRSA, and the community. This position supports

the PRSA Board and implements their vision and direction. This position has a range of responsibilities that will require someone who:

- Has strong communications skills (bilingual is a plus)
- Experience with community engagement,
- Is organized and can work with minimal supervision,
- Can effectively facilitate a community visioning process for the future of the PRSA,
- Has a strong connection and understanding of recreation and sports clubs in the Upper Wenatchee Valley.

Essential Functions

RECORDS, FINANCE AND LEGAL SUPPORT (20%)

Prepare and manage annual budget (with support from City staff)

- Research and write grants
- Solicit, hire, and manage sub-contractors
- Maintain recreation contact records
- Coordinate, record, and support Board meetings

PUBLIC RELATIONS (60%)

- Implement a recreational needs assessment in the Upper Valley,
- Maintain the pool page on the City website
- Create concise conceptual summaries of development proposals
- Maintain an online survey process that efficiently engages the community
- Develop press releases, brochures and flyers
- Make presentations to service clubs/groups
- Conduct media interviews
- Make presentations on behalf of the PRSA
- Attend Chamber of Commerce, CSD School Board and Residential Advisory Committee meetings
- Attend other public meetings/events
- Present a professional public appearance
- Respond to public inquiries/feedback

OPERATIONS (20%)

- Work with public and private stakeholders to coordinate facilities/space for recreation
- Manage sub contracts
- Manage and maintain registration system

- Work with community groups and local jurisdictions to solicit volunteers
- Prepare grants to secure funding

Knowledge and Skills

- Principles, procedures and techniques of recreational activities with an emphasis on aquatics
- Principle, practices and applications of public relations, public information/communication.
- Design and implementation of short and long term strategic marketing and public relations plans.
- Principles of budgeting, financial management and grant writing

Ability to:

- Write, edit, design, produce and disseminate communication materials using a variety of formats, including print, electronic, audio, video, website, social media and public access tv.
- Develop and maintain recreational programming.
- Understand, analyze, and discuss complex issues with individuals at all levels of community and government.
- Handle multiple priorities and meet deadlines.
- Accurately apply federal, state and local policies, laws and regulations.
- Maintain confidentiality of records information as appropriate.
- Work independently with little supervision.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Spanish language ability a plus.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Bachelor's degree in communication, public administration, parks & recreation administration, or related field, plus five years of professional experience. Relevant professional experience may replace Bachelor's degree requirement.

Grant writing experience and knowledge of Washington State Recreation and Conservation Office grant requirements, Local, State, Federal, Foundation and other potential funding opportunities.

Experience with electronic customer management systems, website, presentations.

Training:

Additional specialized training may be provided.

License or Certificate

Possession of a valid Washington driver's license.

Background Check

Ability to pass a WA State Patrol background check.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in an office, which is busy, oriented to public service and subject to constant work interruptions. Employees may work under the stress of continual public and/or inter-departmental contact and pressure to meet timelines. The noise level in the work environment is usually moderate.

Special Requirements:

Possession of a valid Washington State Driver's License (or ability to obtain) and a driving record free of significant moving violations.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the scope of responsibility, and the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas, to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

The City of Leavenworth is an equal opportunity employer.

The City of Leavenworth acts as a fiscal agent for this position. The person hired for this position will be incorporated into the structure for the City but will be accountable to the PRSA Board.