



Boardman Park & Recreation District
1 W. Marine Drive & 311 Olson Road
PO Box 8
Boardman, OR 97818
(541) 481-7217 & (541) 616-1050

Job Title: Recreation Coordinator
Department: Recreation
Reports to: Recreation Center Manager
FLSA Status: Non-Exempt
Salary: \$49,373-\$62,545 (\$23.74-\$30.07 per hour)

Benefit Package

Medical and retirement benefits are offered for this position. As well as a free membership to Boardman pool & Recreation Center, Holiday Pay, Sick Leave and Vacation Time.

Position Summary

The Recreation Coordinator is responsible for the planning, development, implementation, supervision, and evaluation of a diverse portfolio of youth and adult recreation programs, community events, and recreational services for the Boardman Park & Recreation District. This position works under the general direction of the Recreation Center Manager and plays a key role in enhancing the quality of life for residents by creating safe, engaging, inclusive, and financially responsible recreational opportunities.

The Recreation Coordinator collaborates with other district staff, community organizations, volunteers, instructors, and vendors to ensure successful program delivery. This position also partners with the Sports Coordinator on community fun runs and special athletic events and works collaboratively with the Aquatic Coordinator to plan and execute aquatic-related programs and events.

Essential Duties and Responsibilities

Recreation Program Development

- Plan, organize, implement, supervise, and evaluate a wide variety of youth and adult recreation programs.
- Develop seasonal program offerings that meet the recreational interests and needs of the community.
- Research recreation trends and recommend new programs and services.
- Recruit, schedule, supervise, and evaluate contract instructors and program staff.
- Ensure programs are conducted safely and in accordance with district policies and procedures.



Boardman Park & Recreation District
1 W. Marine Drive & 311 Olson Road
PO Box 8
Boardman, OR 97818
(541) 481-7217 & (541) 616-1050

-
- Monitor participant satisfaction and make program improvements based on feedback.
 - Maintain accurate program records, attendance, evaluations, and reports.

Community Events

- Coordinate district-sponsored special events for youth, adults, families, and the community.
- Develop event timelines, logistics, staffing plans, equipment needs, and site layouts.
- Coordinate vendors, entertainment, volunteers, sponsors, and community partners.
- Assist with marketing and promotion of programs and events.
- Evaluate event outcomes and recommend improvements for future events.

Collaborative Event Planning

- Partner with the Sports Coordinator to organize and execute community fun runs, races, and related recreational events.
- Coordinate participant registration, volunteers, event logistics, course support, awards, and event-day operations.
- Collaborate with the Aquatic Coordinator to develop and implement aquatic-themed events, competitions, recreational activities, and special programs.
- Assist other district departments with cross-functional events as needed.

Budget Administration

- Assist in developing and managing assigned program budgets.
- Monitor revenues and expenditures to ensure fiscal responsibility.
- Recommend program fees and cost recovery strategies.
- Track program performance and prepare financial reports.

Customer Service

- Provide exceptional customer service to participants, families, and community members.
- Respond to public inquiries regarding recreation programs and events.
- Resolve participant concerns professionally and effectively.
- Promote a welcoming and inclusive recreation environment.

Marketing and Promotion



Boardman Park & Recreation District
1 W. Marine Drive & 311 Olson Road
PO Box 8
Boardman, OR 97818
(541) 481-7217 & (541) 616-1050

-
- Assist with preparing seasonal activity guides and program brochures.
 - Develop promotional materials, flyers, newsletters, and social media content.
 - Work with district staff to increase community awareness and participation.

Facility and Equipment Oversight

- Coordinate facility reservations and program space usage.
- Ensure recreation equipment is maintained, inventoried, and stored properly.
- Identify equipment replacement and purchasing needs.

Volunteer Coordination

- Recruit, train, schedule, and recognize volunteers.
- Provide leadership and supervision during events and programs.
- Ensure volunteers follow district safety and operational procedures.

Safety and Risk Management

- Ensure compliance with district safety standards and emergency procedures.
- Conduct routine safety inspections of program areas.
- Complete accident and incident reports as required.
- Maintain current certifications as required by the district.

Administrative Responsibilities

- Prepare reports, statistics, and program evaluations.
- Maintain accurate participant records and registration information.
- Attend staff meetings and professional development opportunities.
- Assist with long-range recreation planning and strategic initiatives.

Supervisory Responsibilities

May supervise:

- Part-time employees
- Seasonal employees
- Contract instructors
- Volunteers



Boardman Park & Recreation District
1 W. Marine Drive & 311 Olson Road
PO Box 8
Boardman, OR 97818
(541) 481-7217 & (541) 616-1050

-
- Interns

Responsible for training, scheduling, assigning work, monitoring performance, and providing input on evaluations.

Minimum Qualifications

Education

- High School Diploma or GED

Experience

- Two to four years of progressively responsible experience in recreation programming, community events, or parks and recreation operations.
- Experience coordinating youth and adult recreation programs preferred.
- Experience organizing special events is highly desirable.
- Experience supervising part-time staff and volunteers preferred.

Knowledge, Skills, and Abilities

Knowledge of:

- Recreation programming principles
- Community event planning
- Youth and adult recreation programming
- Budget preparation and monitoring
- Risk management and safety practices
- Customer service principles
- Marketing and public relations
- Recreation software and registration systems
- Microsoft Office Suite



Boardman Park & Recreation District
1 W. Marine Drive & 311 Olson Road
PO Box 8
Boardman, OR 97818
(541) 481-7217 & (541) 616-1050

Ability to:

- Plan and organize multiple projects simultaneously.
- Build positive relationships with participants, staff, community partners, and volunteers.
- Work independently while functioning as part of a collaborative team.
- Communicate effectively both orally and in writing.
- Exercise sound judgment and problem-solving skills.
- Manage budgets and monitor expenditures.
- Supervise employees and volunteers effectively.
- Adapt to changing priorities and work schedules.
- Maintain professionalism during high-volume public events.

Physical Requirements

The employee frequently:

- Walks, stands, bends, stoops, kneels, and reaches.
- Lifts and carries equipment weighing up to 50 pounds.
- Sets up and tears down tables, tents, chairs, and recreation equipment.
- Works indoors and outdoors in varying weather conditions.
- Operates computers and standard office equipment.

Work Environment

Work is performed in recreation facilities, parks, aquatic facilities, athletic venues, and office settings. Evening, weekends, and holiday work is frequently required to support recreation programs and community events.

Licenses and Certifications

Required:

- Valid Oregon Driver License (or ability to obtain upon hire)
- CPR/AED and First Aid Certification (or ability to obtain within six months of hire)



Boardman Park & Recreation District
1 W. Marine Drive & 311 Olson Road
PO Box 8
Boardman, OR 97818
(541) 481-7217 & (541) 616-1050

Preferred but not required:

- Certified Park and Recreation Professional (CPRP)
- Event management or recreation certifications

Core Competencies

- Leadership
- Collaboration
- Customer Service
- Program Development
- Event Management
- Organization
- Communication
- Problem Solving
- Initiative
- Fiscal Responsibility
- Teamwork
- Community Engagement

Performance Expectations

The Recreation Coordinator is expected to:

- Deliver high-quality recreation programs that meet community needs.
- Successfully coordinate district events within budget.
- Increase participation in youth and adult recreation programs.
- Foster positive community relationships.
- Maintain high standards of safety and customer service.
- Support the Boardman Park & Recreation District's mission, vision, and strategic goals while contributing to a positive organizational culture.