



CITY OF AMES
invites applications for the position of:
Recreation Coordinator

An Equal Opportunity Employer

SALARY: \$22.71 - \$31.58 Hourly
\$3,937.00 - \$5,473.67 Monthly
\$47,244.00 - \$65,684.00 Annually

OPENING DATE: 05/12/22

CLOSING DATE: 06/06/22 05:00 PM

GENERAL INFORMATION:

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for the Recreation Coordinator classification, the current vacancy exists within the Parks and Recreation Department. This list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the direction of the Recreation Superintendent; assists in the development, delivery, and implementation of a variety of recreation programs for people of all ages and abilities; provides on-site supervision during recreation program operations; assists with the daily operations of various Park and Recreation Department facilities as assigned.

City of Ames Parks and Recreation department is dedicated to creating a welcoming and inclusive space that connects our community to various engaging activities. To discover the contributions of the City of Ames Parks and Recreation staff, please visit the websites below:

[City of Ames Parks and Recreation](#)

[City of Ames Parks and Recreation Facebook page](#)

[City of Ames Recreation Programs](#)

[Ames Iowa Livability, Home of the Cyclones! Click Here](#)

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Examples of Essential Job Functions: Assists Recreation Superintendent and Recreation Managers in the delivery of recreation programs, services, and facilities; provides feedback and evaluation through participants, patrons, and observation. Assists in the delivery and implementation of recreation programs. Provides staffing for programs as needed; responsible for being onsite during programs and facility rental hours; assist with onsite responsibilities of temporary/part-time staff; makes on-site decisions, as necessary. Acts as manager on duty in the absence of Recreation Managers. Assists temporary/part-time staff and volunteers; serves as a liaison support between temporary staff in the field, program participants, facility users to Recreation Superintendent, and Recreation Manager as directed; Responsible for being on-site during programs and making on-site decisions, as necessary. Greets and interacts with the public; possess the ability to handle and communicate concerns; answer questions; assists in the enforcement of rules of conduct; anticipates and communicates service, inventory, and equipment needs. Follows program and facility policies, procedures, and standards for safety and fiscal control. Assist in cash handling practices; provides input for budget items. Performs set up, tear down, and other duties as assigned for facility and/or program functions; general housekeeping items; provides support in all recreation areas, as assigned by Recreation Superintendent;

participates in cross-functional groups; assists in the preparation and dissemination of promotional materials; assists in the maintenance of necessary records and assists with required reports. All other duties as assigned.

Other Job Functions: May lead, instruct, or officiate activities as assigned; performs related work to support the organization; evaluate general condition of facilities and communicate any concerns, defects, or damages.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

QUALIFICATIONS:

Education and Experience: High school diploma or GED with at least two (2) years of experience in recreation environment; or any equivalent combination of education and experience.

Licenses and Certificates: Possess and maintain a valid State of Iowa driver's license required. CPR/AED certification required. Ability to obtain other related certifications depending on job duties.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: General knowledge of recreation programming and facility operations; awareness of skills, rules and procedures related to various recreation activities, athletic and aquatic programs, instructional classes, facility management, auditorium productions, golf, and special events; knowledge of first aid and general safety practices. Some knowledge of machinery and equipment associated with assigned duties. Knowledge of customer service principles and practices; proficiency with PC's and computer software applications; knowledge of the principles and practices of supervision.

Skill in leading and instructing participants of all ages in recreation programs; excellent interpersonal skills, excellent oral and written communication skills, problem solving and leadership skills.

Ability to set up, conduct, and oversee recreation programs, private rentals, events, and activities. Ability to officiate and/or coordinate programs, as required, and oversee events and facility guests. Ability to take initiative and work with little direct supervision; ability to work independently and in a teaming environment; ability to establish and maintain effective working relationships; ability to prepare and maintain accurate records; ability to estimate and communicate supply and equipment needs for facility/program operations; ability to lead the work of subordinates.

SUPPLEMENTAL INFORMATION:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, and hearing.

General Physical Characteristics: The work involves intermittent periods of standing and sitting with sitting 25% of the time (includes using a computer); standing (but not walking) 25% of the time; standing and walking 50% of the time; frequently lifting objects under 10 pounds; occasionally

lifting objects from 10 to 25 pounds; infrequently lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, operation of machines (including inspection), and measurement devices.

Environmental Conditions: The work is performed both inside and outside. Some exposure to extreme cold, heat, wet and/or humid conditions, dirt/dust, and other environmental conditions.

Equipment Used on the Job: Car, calculator, computer and related software, personnel policies manual, recreation equipment, telephone, audiovisual equipment, fax, copy machine, floor scrubber, and minor hand tools. May also include ice resurfacing machine and skate sharpener.

Selection Process:

The selection process consists of an evaluation of education and experience, review of fully completed application; to include fully completed supplemental questionnaire, a Virtual interview (depending on the number of qualified applicants), an Onsite Panel interview/ Oral board.

The selection process also includes, the successful completion of a criminal background check, which includes a sex offender registry check and motor vehicle records check. All candidates will be notified by email of their application status.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

*****Preference may be given to applicants with aquatics experience as well as those possessing qualifications above the minimum. Depending on the number of qualified applicants, the City may forego phone interviews.*****

Compensation Philosophy:

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. The median for this position is \$27.1462 per hour.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

Veteran's Preference Points:

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5297) prior to the close date of the posting in order to receive Veteran's Preference Points.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

Equal Opportunity Employer:

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, Parental status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.cityofames.org/jobs>

Job #21-3217-01
RECREATION COORDINATOR
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OUR OFFICE IS LOCATED AT:
515 Clark Ave
Ames, IA 50010
515-239-5199
hr@cityofames.org

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Recreation Coordinator Supplemental Questionnaire

- * 1. List and describe your qualifications and experience as it relates to this position.

- * 2. What key skills, abilities, and character traits do you currently possess that will ensure your success as a Recreation Coordinator in the City of Ames.

- * 3. What certifications do you possess? (Please list all that apply below)
 - a. Lifeguard
 - b. Lifeguard Instructor
 - c. Water Safety Instructor
 - d. First Aid, CPR, AED
 - e. ServSafe
 - f. Certified Parks and Recreation Professional CPRP
 - g. Others (please list)

- * 4. Describe in detail, the factors influencing your decision to pursue a career in Parks and Recreation?

- * 5. This is a fulltime 40 hours per week position, which consists of a seasonally rotating schedule. Expect to work Tuesday – Saturday or Wednesday – Sunday depending on the season with hours ranging from Noon – 9:00 PM on weekdays and Sundays and 8:00 AM – 5:00 PM on Saturdays. Expect some overtime , individuals may also work in inclement weather, during emergencies, or other situations. Are you available and able to commit to the work schedule described?
 Yes No

* Required Question